

Mason PUD 1

2024 Strategic Work Plan

*** NOTICE:** This work plan is a live, flexible document. The tasks assigned are budget and workforce contingent. Items will be added, and some will be removed or changed throughout the year. This work plan is approved by the board of commissioners. Senior staff reports the progress quarterly to the board to ensure that the PUD is on track and has a clear plan and direction.

1.0	Finance	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
1.1	Loans & Grants			
1.1.2	Brownsfield Funding	Q1- Aspect will be done with their work in Q2 and we will evaluate if we get an NFA and apply for reimbursement. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Waiting on TPU. Q4- Nothing to report this quarter. Waiting on TPU.	Kristin/Katie	When ready
1.1.3	VICP – if we get an NFA	Q1- Not ready. Q2- Submitted report to TPU and Ecology. Will reach out to Ecology if we want to do an NEB analysis and pursue a conditional NFA. Q3- Nothing new to report this quarter. Waiting on TPU. Q4- Nothing to report this quarter. Waiting on TPU.	Kristin/Katie	When ready
1.1.4	FEMA Mitigation Funding	Q1- Submitted water generator project (\$409k), Jorstad Substation (\$8M), and 106 Rebuild (\$8.4M), Substation Security Plan (\$5.4M), and Tree Removal (\$945k) projects to FEMAs programs. Invited for full applications for water generators, Jorstad Sub, and Tree Removals. 106 will be submitted to federal appropriations in 2025 and we will retool the security plan for next round. Q2- We did not get picked for the BRIC grant for the Jorstad Substation. FEMA will setup a meeting to discuss improvements so we can resubmit. The water generator project and tree removal project are currently in FEMA review. Working on two new applications for HMP. Q3- Invited to apply for HMP for Substation Underbuild and Seal Rock. Q4- Submitted full applications for Underbuild and Seal Rock. Will wait to hear if we're selected. Have 2025 list of projects ready to submit for next round.	Katie	Ongoing
1.1.5	BRIC Funding- Jorstad, 106, Water Resiliency, Poles & Reconductoring, Skokomish Dips	Q1- Jorstad Substation, water generators, and tree removals were invited for full applications. Working on RFIs for those in Q1. Q2 – RFI's were submitted in Q1. Jorstad did not get picked, but we will reapply. Water generators and tree removal grants are currently in FEMA review. Working on OH to UG conversions to submit preapplications due August 9 th . Q3- Will reapply for Jorstad. Submitted Underbuild and Seal Rock to HMP. Q4- Submitted preapplication for Jorstad. Should find out by end of year if we are invited to submit another full application.	Katie	Ongoing
1.1.6	DWSRF Funding	Q1- Hosted a site visit with director for DOH-SRF program manager. Toured Union projects. Assembling list for Q3 asks. Q2-Submitted a \$50k feasibility / consolidation grant to consolidate a small business water system into the Wonderland System.	Katie/Brandy	Q3

		<p>Q3- Nothing to report this quarter.</p> <p>Q4- Submitted 5 projects totaling \$6.4 million, for: Consolidation of 5 water systems located off Shelton Springs Rd this includes WSP, Treatment for PFAS & Nitrates, Reservoir, & Generator, Arcadia Estates & Harstene Retreat for WSP & Manganese Treatment, and Viewcrest Beach for Manganese Treatment, Reservoir, and Booster Station.</p>		
1.1.7	State & Federal Appropriations	<p>Q1- Submitted \$4.5 Manzanita Water Storage project and \$1.8 grid resiliency projects to federal appropriations. Did site visit at Manzanita w/ Rep. Couture for ask later this year. Received \$2.6M from state budget for utility relocations for WSDOT culvert replacements.</p> <p>Q2- Did not receive funding from Kilmer's office. Had meeting with Reps Griffey & Couture on current projects and 2024 requests. South End underbuild for \$1.8 million was included in Senator Cantwell's appropriations request. Will find out in Q3 if we made the final cut in the federal budget.</p> <p>Q3- Waiting to hear if Underbuild and Jorstad engineering makes it into the final budget.</p> <p>Q4- Crafting state appropriations \$2.5 million ask for water projects in 2025. Had meetings with 24th and 35th district in November and December.</p>	Kristin	Q2
1.1.8	Federal Infrastructure Grants	<p>Q1- Waiting to hear back on USFS Wildfire Mitigation Program in Q2.</p> <p>Q2- Did not receive WMP grant due to Mason County's Community Wildfire Defense Plan expiring. Will evaluate if we reapply in 3rd round. Submitted \$5 million application to Bureau of Reclamation for Manzanita Water Storage project.</p> <p>Q3- Have meeting with Mason County in September to try to update CWPP to make us eligible for funding in round 3 of WMP.</p> <p>Q4- Mason County won't get the CWPP completed in time to reapply for WMP. Did not get invited to apply for Bureau of Reclamation funding. Our projects are too small for their programs.</p>	Katie/Kristin	Ongoing
1.1.9	Add any others- RECOMPETE, Commerce, Culverts	<p>Q1- Will apply in Q2 for PWTF for Manzanita Water Storage. Reached out to Commerce for site visit for Jorstad Sub for 40101(d) funding this year. Had meeting with Sen. Cantwell in D.C. regarding PUD eligibility to federal program to fund utility relocations for culvert replacements.</p> <p>Q2- Received \$75,000 ARPA grant for Lake Arrowhead mainline replacement. Received increase of \$ 151,587.47 from FEMA for overages on Hill Way project. Submitted a \$96,000 grant request to DOH Source Protection Grant Program for groundwater modeling; Received \$30,000 to start this work and an offer of a grant/loan combination for the other \$66,000, which we declined at this time while we search for other opportunities without taking on debt. Submitted a letter of interest to Bureau of Reclamation for over \$5 million for water monitoring, reservoirs and feasibility study for Union Regional area.</p> <p>Q3- Waiting for contracts for DOH Sourcewater Protection Program and to hear back from BoR on basin study.</p> <p>Q4- Did not get invited to apply for Bureau of Reclamation funding. Our projects are too small for their programs.</p>	Staff	Ongoing
1.2	Continue Finance Strategies			

1.2.1	Continue days cash on hand	Q1- Continuing with the monthly allocation to fund 5 days cash on hand. Q2 –Continuing with the monthly allocation. Q3- Continuing with monthly allocation. Q4- Trending to reach the 5 days/year goal again in 2024.	Katie	Ongoing
1.2.3	Finance Committee Meetings	Q1- Nothing to report this Qtr. Will schedule meeting in June. Q2 –Consulted with Mike Wittenberg regarding the LOC with CoBank. Q3 – Will schedule for budget review in October. Q4- Held final finance committee meeting and budget workshop in November.	Katie	2x in 2024
1.2.5	Roll out in-house Low Income Assistance Program	Q1- Lisa and Katie finished the in-house low-income certification process for the Canal Comfort Fund. Will revisit in Q2 to see if we want to lower the 200% MHI threshold to capture more customers in need. Q2- Administering the CCA low income bill credit program through Q3. Q3 – CCA Low Income complete. Involved in Commerce work-group for state funded rebate program for energy efficiency program that will roll out in early 2025. Discussing with BPA grant opportunities for moderate income household rebate program. Q4- Applied for \$ in BPA grants for low income conservation projects through BPA.	Katie/Lisa	Q1
1.2.6	CETA Requirements/Reporting	Q1 – Submitted reporting requirements for 2022 & 2023 to Commerce. Q2 – Nothing to report this quarter. Q3 – Will have exit conference scheduled end of September / beginning of October. Q4- Completed.	Katie	Q4
1.2.7	Single Audit & CETA Audit	Q1- CETA audit is ongoing. Q2 – Started the federal single audit, 2022 / 2023 accountability audit, and the 2023 financial audit. Entrance Conference will be held in July. Q3 – Exit conference scheduled September 16 th .	Katie	When ready
1.4	Misc.			
1.4.1	Community Solar II – Recertify Low income program	Q1- Lisa interviewed 17 applicants and the randomized drawing will be held in April. Q2- Drawing was held on April 2. 10 new participants selected for program through 2028.	Kristin/Lisa	Q1
1.5	Fund Infrastructure Projects			
1.5.1	Duckabush Relocation	Q1- Project is out to bid. Will be awarded in April. Q2- Bids exceeded engineer’s estimate by 200%. Moving appropriations funding to this project. Put project back out to bid in June. Will award in July. Q3- Project has started. 3Phase on water side is installed and energized. Boring work will be completed in September. Contractor should be done by Q4. Q4- Project completed. Will begin design work for final phase when WSDOT gets their bridge design completed. Looking at 2026-27 to do final phase.	Kristin	Ongoing
1.5.2	Jorstad	Q1- Received quotes for engineering & design for sub and two exit feeders. Applied for federal appropriations to complete this work so it’s ready to go out to bid when Manzanita Sub is completed.	Kristin	Ongoing

		<p>Q2- Design & engineering was included in Senator Canwell's appropriations request. Will find out in Q3 if the project made the final budget. Will apply for Commerce resiliency funds when it opens.</p> <p>Q3- Applying for 40101(d) funding as backup for Cantwell funding.</p> <p>Q4- 40101(d) application submitted in October and invited to resubmit FEMA BRIC application.</p>		
1.5.3	Union Regional Projects	<p>Q1- Vuecrest bid has been awarded. Construction will start Q2. Manzanita design is almost completed. Applied to federal appropriations for funding.</p> <p>Q2- Manzanita Design completed. Applied to PWB for \$4.5 million for grant/loan combo package as back up plan. Also submitted request to Bureau of Reclamation for Manzanita Reservoirs.</p> <p>Q3- Awarded \$4.615 million for Manzanita Storage project. Project plan approved by DOH. Brandy is submitting permitting paperwork to Mason County. Kristin and Brandy had meeting with G&O to start final design work and review project management scope. Anticipated bid to go out in January with substantial completion of December 2025.</p> <p>Q4- Started mainline design with G&O and working on bid packet.</p>	Kristin	Ongoing
1.5.4	Manzanita Campus	<p>Q1- Substation construction has begun- site work and transformer pad being constructed in Q1. Transformer delivery in Q2. Jeremiah travelled to S. Carolina to inspect the transformer construction.</p> <p>Q2- Site work completed. Transformer set. Fencing installed. Will put station construction package out to bid in Q3.</p> <p>Q3- Substation construction awarded to RiverLine Power who will begin in Q4 with anticipated completion date of Q2 2025. Kristin to meet with FD6 on practice burn drill for Manzanita House in Q1 of 2025.</p> <p>Q4- Met with FD6 re: practice burn for Manzanita house. FD6 will invite Mason County Sheriff's Office to participate in practice drills at the site before it is burned. Received PWB funding for water storage.</p>	Kristin	Ongoing
1.6	CEDS	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Completed. Kristin updated CEDS projects with EDC.</p>	Kristin	Q2
2.0	Facilities			
2.1	Implement Manzanita Campus Plan			
2.1.1	Get project construction out to bid & choose contractor	<p>Q1- Substation contract awarded. Construction has begun for land modification.</p> <p>Q2- Site work phase completed.</p> <p>Q3- Substation Project awarded to RiverLine Power to start in Q4 2024. Water funding awarded in Q3. Will put out to bid in January 2025.</p> <p>Q4- Substation project underway and on track to be done in Feb 2025. Water design approved by DOH and will be bid in January 2025.</p>	Kristin/Jeremiah/POWER	Q3 -Q4
2.1.2	Get quote to do design of small warehouse- determine if it will fit in 2023 or 2024's budget	<p>Q1- The engineer's estimate for this is high and the federal funding doesn't include brick and mortar so as soon as a funding source is identified, we will begin the design on this. On hold for now. Got a price per sq. foot though for budgeting purposes.</p> <p>Q2- Quote received. Removed from plan for 2024. Will evaluate year-to-year based on projects and budget.</p>	Kristin/Brandy/G&O	2024

2.1.3	TPU Easement on McReavy	Q1- Nothing to report this quarter. Q2- Decided not to remove the trees on the easement. We removed danger trees and did trimming on corridor. Completed.	Kristin/Jeremiah	2024
2.1.4	Kirk Properties Easement	Q1- Reached back out to Kirk for signature. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Not utilizing that access road anymore but would be beneficial to have it for a backup access road. Q4- Got verbal approval. Will not need easement after February.	Kristin	2024
2.1.5	Redundant Intertie	Q1- The redundant distribution line was included in the grid resiliency ask for federal appropriations in Q1. Got a refreshed engineer's estimate to complete the work. Q2- Had drone inspection on tide flats structures and several insulators need to be replaced soon before we energize to 115 kV. Will apply to Commerce for under build for resiliency. Senator Cantwell's appropriations request includes \$1.15 million to do this intertie. If it makes it to the final federal budget, we will begin final design on that while awaiting the contract. Q3- Invited to submit application to FEMA HMP for this. Will see if it makes it into Cantwell's final projects budget also. Q4- FEMA moved this forward for review. Kristin will apply to Mason County for .09 funding to help with local match on federal dollars.	Kristin/Jeremiah	2024
2.2	Continue facility maintenance			
2.2.1	Mow all vaults on highway each year	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Moved to Q3. Q3- Completed.	Josh G	Q3
2.2.2	Continue landscaping schedule – add any new sites or attention to list	Q1- Nothing to report this quarter. Q2- Landscapers sprayed the substations. Q3- Nothing to report this quarter. Q4- Kristin and Brandy working to break this out into regions and bid it 1 st Q 2025. Brandy added new areas to scope.	Brandy	Q2
2.2.4	Clean solar panels	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Jordan to schedule for Q3 after dust control is done. Q3- Decided to move this to 1 st Q 2025 and do it 1 st Q annually.	Kristin	Q1 2025
2.2.5	Work with G&O on dusting off new facility plan so we know how much money we need to go after to build it. (Will not do any actual work on new buildings though unless we get funded eventually.)	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- On hold. Have enough projects on plate this year. Will move to 2025.	Kristin	2024
2.2.6	Dust control	Q1- Nothing to report this quarter. Q2- Completed.	Kristin/Jordan	Q2
2.2.7	Restripe parking lot	Q1- Nothing to report this quarter. Q2- Completed.	Kristin/Jordan	Q2
2.2.8	Designate area for jobs materials/projects- safer storage for regulators, designated area for Manzanita & Duckabush supplies	Q1- Major project areas complete, still working on small job process. Q2- Nothing to report this quarter. Move to Q3. Q3- Completed.	Jordan/Josh G	Q3
2.3	Continue Cleanup Work at Pole Yard			

2.3.1	Complete monitoring	Q1- Aspect working on sampling and will have report done in Q2. Q2- Aspect report indicates additional shallow excavation needed. Will work with TPU and Ecology to see if we will continue or not. Q3- Waiting on TPU. Q4- Nothing to report this quarter. Waiting on TPU.	Kristin	All Qs
2.3.2	Negotiate new monitoring contract with Aspect	Q1- Completed.	Kristin	Q1
2.3.3	Negotiate steps forward with TPU	Q1- Nothing to report this quarter. Q2- Submitted report to TPU. Awaiting response. Q3- Nothing to report this quarter. Waiting on TPU. Q4- Nothing to report this quarter. Waiting on TPU.	Kristin	Ongoing
2.3.4	Work with Aspect on monitoring to seek the “NFA-No Further Action” requirement	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Waiting on TPU. Q4- Nothing to report this quarter. Waiting on TPU.	Kristin	Ongoing
2.3.5	Apply for reimbursement funding through Ecology as it comes available	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Waiting on TPU. Q4- Nothing to report this quarter. Waiting on TPU.	Kristin	Ongoing
2.4	Property Acquisitions			
2.4.1	Brinnon Substation- Evaluate property options on Church Rd.	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Looking at options for increasing Duckabush capacity in lieu of Brinnon Sub. Q3- Not moving this forward until large load customer moves forward. Removed from Plan.	Kristin/Rob	Placeholder- When ready
2.4.3	Viewcrest Beach	Q1 – HOA reached out and is interested in the PUD acquiring the well property. Brandy working on getting a Purchase and Sales Agreement over to Rob. Q2- Nothing to report this quarter. Q3 – HOA will be meeting in September to vote on PUD acquiring the property. Q4 – HOA approved property acquisition, will have quit claim deed signed and notarized later this month. Will be recorded once signed.	Brandy/Rob	When ready
3.0	Org Development			
3.1	Continue to Implement training plan			
3.1.1	Succession Planning	Q1- Hired new GIS Tech for water department due to retirement. Jordan training with Rich who retires in June. Q2- Luke is training in water department now and for GIS. Q3- Nothing new to report this quarter. Q4- Job offer made for Business Services Coordinator/Communications position and backfilled for line apprentice and superintendent.	Staff	Ongoing
3.1.2	Training Program for all employees- include in annual budget	Q1- Lisa attended NISC OMS training and NISC NW Users Group meeting. Cassandra attended BPA EE roundtable for rebates. Q2- Power and water crews attended a rigging class on site. Joyce attended WO training through NISC. Jeremiah to attend NISC MIC conference in fall. Q3- Jeremiah to attend NISC. Katie attended APPA Finance Conference. Joyce and Cassandra to attend NWPPA Credit & Collections.	Staff	Q3

		Q4- Kobe & Eric went to lead service line training.		
3.1.3	NWPPA- Rigging & Operations Class in-house	Q1- Class re-scheduled for May. Q2- Completed.	Josh G/Katie	Q3
3.1.5	Water & Line Apprentices	Q1- Line = LJ to top out in June, Rudy at 5 th step. All training and class completed as required in Q1. Q2- LJ passed his journeyman's test. Will evaluate next apprenticeship opening with committee. Q3- Hired 5 th step line apprentice. He and current apprentice are registered for Grays Harbor College courses. Kobe attended ERWOW water apprenticeship classes in September. Q4 – Rudy & Chris are registered for their final year of camp early 2025. Kobe attended ERWOW water apprenticeship classes in 4 th Qtr.	Katie/Josh G	As necessary
3.1.6	Update trainings process manuals & cross training activities	Q1 – training manuals are continuously updated. Cross training ongoing. Q2- Updating training for water department with new hire. Q3 – updated Transformer inventory process for Jordan do complete as transformers are delivered. Q4 – updated CS training manuals to coincide with NISC updates / improvements.	Staff	As necessary
3.1.7	OMS Training	Q1 – Lisa & Matt attended an OMS training in St Louis with NISC. We are rolling out a training plan for other staff. Q2 -OMS test database was updated to work through outage predictions, switching, and mapping issues. Will hold a staff training in July or August. Q3 – Nothing to report this Qtr. Q4 – Nothing to report this Qtr.	Katie/Jeremiah	Ongoing
3.1.8	Service Order Training/Creation	Q1 – Working through process improvements to increase efficiency. Q2 – Updated tasks on SO for workflow to align with the order they are completed. Q3- Jeremiah learning how to use workflow on tablets to assign jobs to crew.	Katie	Ongoing
3.1.9	NISC Training- Rick & Jordan	Q1 – Nothing to report this Qtr. Q2 – Nothing to report this Qtr. Jeremiah to attend NISC MIC conference in fall. Q3- Nothing to report this quarter. Q4 – CS staff attended training on new OBI process for payment files.	Katie/Jeremiah	Ongoing
3.2	Continue Partnerships to Accomplish Work Goals & Highlight Achievements			
3.2.1	Other utilities, private sector, county/governmental agencies, nonprofits & tribes	Q1- Disbursed \$9,000 to Skokomish Tribe for conservation rebates so far this year. Q2- Invited City of McCleary to attend rigging course but they had last minute conflict. Invited neighboring utilities to participate in a Reasonable Suspicion training for drug and alcohol that PUD 1 is hosting. Q3 – Nothing to report this Qtr. Q4 – Met with Pen Light to assist with water service order process. Had Grays Harbor and Jefferson PUD take part in Reasonable Suspicion safety training.	Kristin	All Qs
3.3	Safety			
3.3.1	Practice the Emergency Response Plan	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3 – Will be in 4 th Qtr.	Staff	Q3

3.3.2	Great Washington Shakeout	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3 – Planning started – will be in October. Q4- Was not able to do it on the date. Will do again in 2025.	Cassandra	Q3
3.3.3	Conduct an office-specific training/meeting	Q1 – Nothing to report this quarter. Q2- Cassandra attended an Active Shooter training hosted by the City of Shelton. We will work with the Sheriff’s office to conduct a training here at the PUD. Q3 – working on scheduling active shooter training from the MC Sheriff. Q4 – MC Sheriff to conduct active shooter training Q1 of 2025. CPR / First Aid training for staff in December.	Katie	Q3
3.3.4	Panic-alarm testing	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Schedule for Q3. Q3- Completed.	Katie	Q2
3.3.5	Fire extinguisher testing	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Move to Q3 Q3 – All testing completed in July	Josh G/Katie/John Spain	Q3
3.3.6	Active Shooter training	Q1- Nothing to report this quarter. Q2- Cassandra attended the MCSO and City of Shelton training. Working on doing an inhouse training. Q3 – Working to schedule. Q4- MC Sherriff will conduct in Q1 of 2025.	Katie	Q4
3.3.7	De-escalation Training	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3 – Looking into options. Q4 – No options available through NWPPA in 2024. Will look at offerings in 2025, outside of NWPPA.	Katie	Q4
3.3.8	Offer recerts on CPR/1 st Aid	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3 – Will occur in Q4. Q4- December’s safety meeting. Completed.	Josh G/John Spain	Q4
3.3.8.1	Heat/Smoke Inhalation Training	Q3- Completed with crews and supervisors.	Katie	Q3
3.3.9	Publish list of power & water monthly safety topics on ops calendar	Q1- Complete, Calendar is filled out for 2024	Josh G	Q1
3.4	Continue IT module roll--outs			
3.4.1	BPCs for both Service & Finance	Q1 – BPS for Service is scheduled to begin in August. Q2 – BPC is on the calendar for August. Q3 – Service is Complete. Finance BPC is schedule for March 2025.	Katie	Q3
3.4.2	HR Connect Financials- Employee Self Serve	Q1 0- Implementation is underway. Go live date is April 18 th . Q2 – Complete. We are now live with HR Connect Financials.	Katie	Q1
3.4.3	Implement new phone system	Q1 – New phone system has been implemented. Have ordered an upgraded model to demo in April to see if it’s a better fit. Q2- Completed.	Katie	Q1
3.4.4	Cell Service- booster? Check out radio connectivity issues.	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Move to Q3 Q3 – Working through radio testing.	Katie/Josh G	Q3

		Q4 – All radios have been tested. Scheduling appt with Day Wireless to demo radio options. WE will look into this for the first of January in Q1.		
3.4.5	Investigate Tail board meetings on iPads	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Move to Q3. Q3 – Nothing to report this quarter. Q4 – Go live scheduled for Q1 of 2025.	Katie/Josh G	Q3
3.4.6	SCADA licensing at T3	Q1: Ordered and received equipment. Plan to program and implement Q3 Q2: Received equipment. Working on drawings for SCADA implementation at T3 Q3: Working on drawings for SCADA implementation at T3 Q4: Done. Has been programmed – Need to implement with office SCADA.	Jeremiah	Q4
3.4.7	Broadband Mapping/Tracking in Mapwise	Q1: We received information Q2: Nothing to report. Q3: Handed to Luke to work on mapping this layer. Q4: Completed.	Jeremiah	Q4
3.4.8	Email Phishing/Penetration Testing	Q1 – Nothing to report this Qtr. Q2- Working on a plan with HCC to get this started in Q3. Q3 – Met with Energy NW to get a quote on their service. Will have that later in September. Q4- Katie and Kyle decided to use the SAO for this as their program is no cost. Will schedule for 2025.	Katie/HCC	Q2
3.5	Technology Plan			
3.5.1	Continue to Implement the AMI Plan	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.1	Seek Funding	Not ready to begin.	Kristin/Summer	When available
3.5.1.2	Setup AMI committee	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.3	List of utilities to talk to	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.4	Setup meetings with vendors	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.5	Estimate timeframe and budget	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.6	Vendor contractor install or in-house install	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.7	Rollout implementation plan	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.2.1	Implement SCADA at new & existing subs and reclosers	Q1: Ordered and received equipment for Office, T3, and Manzanita. Plan to program and start implementing Q3-Q4 Q2: Received equipment Q3: Complete Drawings for T3 SCADA map Q4: Office SCADA with T3 SCADA	Jeremiah	When ready
3.5.2.2	Determine HCC Networking Equipment Requirements- Substations & Reclosers	Q1: Done	Jeremiah	Done
3.5.2.3	Determine PUD equipment requirements- Substations: managed ethernet switches & RTACs	Q1: Done	Jeremiah	Q2
3.5.2.4	Determine PUD equipment requirements- Line Reclosers: managed ethernet switches & RTACs	Q1- Nothing to report this quarter. Q2- Depends on location and fiber availability. (An Ethernet switch or small RTAC)	Jeremiah	Ongoing

		Q3- Depends on location and fiber availability. (An Ethernet switch or small RTAC) Q4- Nothing to report this quarter.		
3.5.3.2	Protection Equipment- identify needs, budget, timeline	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Nothing to report this quarter.	Jeremiah	Ongoing
3.5.3.4	End of line monitoring	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Nothing to report this quarter.	Jeremiah	Ongoing
3.6	Records Management			
3.6.1	Annual Scanning	Q1- Nothing to report this quarter. Q2- Cleaned up S: drive and have been scanning contracts into S: folder. Q3- Nothing to report this quarter. Q4- Scanning is completed. Will send final box to state archives.	Office Staff	Q4
3.6.2	Add recorded training to new hire onboarding	Q1 – Will occur in second quarter. Q2- Katie creating onboarding protocol. Q3 – Onboarding protocol complete. Scheduled viewing for staff will be in December.	Katie	Q1
3.6.3	Go Paperless! Campaign	Q1- Nothing to report this quarter. Q2- Started new campaign for Q3 in Q2 newsletter. Q3 – Go paperless will be on September’s bill. Q4- Go paperless in last newsletter. Credits were applied.	Kristin	Q3
3.7	Grow Conservation Program		Kristin	
3.7.1	Wrap up streetlight audit- how many are left, are they mapped, etc. Budget for that in BPA conservation budget.	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3 – Working through audit report. Q4- This is completed and now replacing as necessary.	Katie	Q4
3.7.2	School Partnerships – lighting, EV’s	Q1 – Brinnon School District is currently working through a lighting program for rebates. Should be finished in 2 nd Qtr. Q2- Worked with Brinnon School on tree removal on front of school that interferes with power lines. Q3- Got Brinnon squared away and applying for grant from BPA to fund lighting program.	Cassandra	Q4
3.7.3	Items for Customer Appreciation Event/Public Power Week	Q1- Nothing to report this quarter. Q2- Julie working on getting the rest of the items ordered and on site. Q3- All ordered. Assembling bags. Completed.	Kristin	Q3
3.7.4	Update page on website to make more user friendly with information on current rebate offerings etc.	Q1 – Nothing to report this quarter. Q2- Updated the rebate program information and highlighted new partnership with South Sound Appliance. Q3- Created easy links for CCA grant applications.	Cassandra/Kristin	Q2
3.7.5	Social Media push on rebates/newsletter information	Q1- Nothing to report this quarter. Q2- Completed. South Sound Appliance and the CCA bill credits.	Cassandra/Kristin/Lisa	Q2
3.7.6	Continue Canal Comfort Fund Drive	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter.	Kristin/Lisa	Q4

		Q4- Put on billing statements.		
3.8	Continue HR & Employee Relations Functions			
3.8.1	Hold benefits meeting/workshops with employees as needed, i.e. open enrollment	Q1 – Nothing to report this quarter. Q2 – Sent out information on Aflac and Colonial Life to schedule virtual meetings if staff is interested. Q3 – nothing to report this Qtr. Q4- Sent out information re: new vision options and open enrollment.	Katie	Q3
3.8.2	Employee Picnic	Q1- Reserved Potlatch State Park for July 12. Q2- Purchased service awards. Julie getting stuff ordered. Completed.	Kristin	Q2
3.8.3	Service Awards	Q1- Nothing to report this quarter. Q2- Service awards ordered. Completed.	Kristin	Q2
3.8.4	Two potluck events in-house	Q1- Nothing to report this quarter. Q2- Held a luncheon for employee's shower. Held retirement party for Rich Crump. Q3- Held group luncheon for employee going away party.	Kristin/Katie	As needed
3.8.5	Customer Appreciation Event	Q1- Scheduled event for October 4. Q2- Nothing to report this quarter. Q3- Ready to go on October 4 th . Advertising sent. Q4- Completed on October 4 th .	Kristin	Q3
3.8.6	Hire Temporary Crew for Summer	Q1- Rehired water temp. Evaluating utilizing flagging company in lieu of hiring a full summer crew. Q2- Hired three temporary employees- one for water, power and office. Completed.	Katie/Josh G/TJ	Q2
3.9	Public Involvement			
3.9.1	Career Day	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Katie and Rudy attended the SHS career fair in November.	Joyce	Q4
3.9.2	Parades	Q1- Signed up for the Brinnon parade in Q2. Q2- Participated in the Brinnon parade. Q3- Nothing to report this quarter. Q4- Participated in Christmas parade.	Kristin	Q2 & Q4
3.9.3	Public Power Week	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Ready for customer appreciation event on 10/4. Q4- Completed.	Kristin	Q4
3.9.4	EDC	Q1- Nothing to report this quarter. Q2- Kristin updated CEDS list and welcomed new EDC director. Q3- Kristin and Katie attended the annual meeting. EDC hosting PUD 1's strategic planning meeting in September. Q4- Kristin attended EDC open house.	Kristin	All Qs
3.9.5	Kiwanis	Q1- Katie and Kristin attending meetings. Q2- Katie and Kristin volunteered at their Day of Champions school event at North Mason High School.	Kristin/Katie	All Qs

		Q3- Katie and Kristin volunteered at Kiwanis Bluegrass in the Forest event. Q4- Katie and Kristin attending meetings and volunteered for Christmas parade activities.		
3.10	Easements			
3.10.1	Union Ridge	Q1- Sent a third letter out to the customer to inquire about an easement. Waiting to hear back. Q2- Nothing to report this quarter. Q3 – TJ & Brandy met with property owner and working towards an easement being signed. Q4- Easement secured and recorded.	Brandy/Rob	2024
3.10.2	Highland Park to Manzanita	Q1- Rob verified 50’ easement already exists from when the development was plated. Q2- Done	Brandy/Rob	2024
3.10.3	GPS all new easements	Q1- Nothing to report this quarter. Q2- Luke is working on this throughout the year to update the maps. Q3- Luke is working on this throughout the year to update the maps. Q4 – Ongoing	Rick/Jeremiah	All Qs
3.10.4	Release of interest on Manzanita to Dalby	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter.	Brandy/Kristin	2024
3.10.5	Kirk Properties	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Construction almost complete. Not needed. Got verbal approval to use the gate. Removing from plan.	Kristin	2024
3.10.6	N95L Tap	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Nothing to report this quarter.	Rick/Jeremiah	2025
4.0	Water			
4.1	Engage on issues that impact our water business			
4.1.1	Foster Task Force/WWUC Water Rights Committee	Q1- Nothing to report this quarter. Q2- Kristin attending meetings and group comments to Ecology. Q3- Submitted PUD comments to Ecology. Q4- Kristin attended meetings. Ecology released POL 2023 and interlocal agreement without incorporating any of WPUA or WWUC’s recommendations.	Kristin/Brandy	All Qs
4.1.2	WWUC	Q1- Brandy attending monthly meetings. Q2- Brandy attending monthly meetings. Kristin participating in water rights committee. Sent PUD letter on Ecology Policy 2030. Q3- Brandy attending monthly meetings. Q4- Brandy attended the annual Tri-State WWUC meeting. Kristin attending the water rights committee meetings.	Brandy/Kristin	All Qs
4.1.3	Mason County Comp Plan	Q1- Kristin attended kickoff meeting.	Kristin	All Qs

		<p>Q2- Kristin meeting with City & County Planners as well as consultant on utility portion of comp plan.</p> <p>Q3- Nothing to report this quarter.</p> <p>Q4- Kristin reviewing drafts as they come out from planning department.</p>		
4.1.4	WPUDA culvert removal funding workgroup	<p>Q1- Kristin working on this actively on state and federal level. Secured commitment from Sen. Cantwell’s office re: legislative changes to federal funding applications and secured \$1.8+ million in state budget for PUD 1 utility relocations.</p> <p>Q2- Kristin made request to reappropriate \$1.5 million to Duckabush to complete that work. Jeremiah designing Lilliwaup corner and Brandy 106. Those costs are provided to Commerce for their study on impacts. Kristin is in touch with Commerce representative regularly. Submitted upcoming impacts to WPUDA.</p> <p>Q3- Kristin attending WAWSD and brought up this issue at their GRC meeting for joint efforts with WPUDA on funding.</p> <p>Q4- Kristin met with Rep. Tharinger on appropriating a portion of Lilliwaup Corner funding to Duckabush. Continue to work with WPUDA workgroup.</p>	Kristin/Brandy	All Qs
4.4.5	WPUDA & WASWD water committee & leg committees	<p>Q1- Mike chairing water committee again. Brandy on planning committee for annual conference. All attending monthly meetings. Kristin attended DC Rally with WPUDA.</p> <p>Q2- Brandy has been attending water workshop committee meetings. Kristin attended the WASWD GRC meeting and is on the listserve for that committee now.</p> <p>Q3- Kristin attended the GRC meeting.</p> <p>Q4- Kristin attended WPUDA GRC meeting.</p>	Kristin/Mike Sheetz/Brandy	All Qs
4.2	Consolidation			
4.2.1	Complete Twanoh Water system Project List & seek funding	<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- Moving to 2025.</p>	Brandy	2024
4.2.1.a	Work with local internet providers to help advance fiber into the Twanoh community	<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- Moving to 2025</p>	Brandy	2024
4.2.2	Bellwood A & B	<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- Contacting DOH to see what is need to move forward with this.</p>	Brandy	2024
4.3	Acquisitions			
4.3.1	Bo Ginn Water System	<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.</p>	Brandy/TJ	Ongoing
4.3.2	Tillicum Beach	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3– Nothing to report this quarter.</p>	Brandy/TJ	Ongoing

		Q4- Nothing to report this quarter.		
4.3.3	Hipma	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	Ongoing
4.3.4	Star Lake	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	Ongoing
4.3.5	Harstene Point Association	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	Ongoing
4.3.6	Ravendale	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	Ongoing
4.3.7	Lynch Road View Tracts	Q1- TJ and Brandy did a walk through. TJ and Kristin are going to an HOA meeting in April. Q2- A water quality sample was taken and came back satisfactory. TJ preformed a pressure test and identified a leak on the system. TJ is working with the owner to have the leak repaired. Q3- Brandy and Lisa met with the homeowners and had them sign P&S and Quit Claim Deed. Paperwork turned into AEGIS Title Company for escrow. Q4- Completed. System acquired.	Brandy/TJ	Ongoing
4.3.8	Orchard Beach Community	Q2- TJ and Brandy met with two of the board members and did an assessment of the water system. Q3- Nothing to Report Q4- Kristin, Brandy & TJ had meeting in October to talk about SMA and acquisition.	Brandy/TJ	Ongoing
4.4	General Maintenance/CIP			
4.4.1	Two Jackies Well House	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Will be moving to 2025.	TJ/Brandy	2024
4.4.2	Totten Estates Well House	Q1- Construction complete. Still need to finish the inside. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Inside was insulated and sheeted. Complete	TJ/Brandy	Q1
4.4.3	Bay East Reroof Well House	Q1- Nothing to report this quarter. Q2- Gray and Osborne will have the reroof an additive for the iron and manganese project. Moving to 2025.	TJ/Brandy	Q1-Q2
4.4.4	Harstene Retreat Booster Pump Replacement	Q1- Nothing to report this quarter. Q2- Booster pumps have doubled in price, will see if it is possible to replace in 2025.	TJ/Brandy	Q3
4.4.5	Island Lake Manor Booster Pump Replacement	Q1- Nothing to report this quarter.	TJ/Brandy	Q4

		Q2- Booster pumps have doubled in price, will see if it is possible to replace in 2025.		
4.4.6	Alderbrook AC on E. Dogwood Ln, Dogwood Ct, and Vine Maple Ct	Q1- Completed.	TJ/Brandy	Q4
4.4.7	Highland Park- G&O design at Manzanita	Q1- 60% design is complete. Q2- 100% design is complete and submitted to DOH for reviews. Q3- Design approved by DOH. Q4- Completed.	Brandy/Kristin	2024
4.4.8	Twanoh Heights- decommission well	Q1- Nothing to report this quarter. Q2- Reached out to Davis Drilling to get a cost and scope. Q3- Nothing to report this quarter. Q4- Kristin submitted grant request to DOH Source Water Protection Program as one of 4 wells to decommission.	Brandy/TJ	2024
4.4.9	Bayshore- outside ladder for reservoir	Q1- Nothing to report this quarter. Q2- Decided ladder isn't needed, for safety reason.	Brandy/TJ	Q3
4.4.10	Identify any needed tools and resources we need to get the work done	Q1- Pocket reader for iron and manganese, new hot saw. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Ordered vault tester.	Staff	As necessary
4.5	Well House Painting			
4.5.1	Canal Beach Tracts	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Completed	TJ/Brandy	Q3
4.5.2	Two Jackies	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Moving to 2025	TJ/Brandy	Q3
4.5.3	Bolduc	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Completed	TJ/Brandy	Q3
4.5.4	Generators – Tiger Lake & Lakewood Heights	Q1- RFP went out and closed, reviewing all bids. Q2- Generators were installed in May and startup was completed in June. The project is complete.	TJ/Brandy	Q2
4.5.5	Reservoir Cleaning & Inspection- Bel Aire Cove, Hamma Ridge, Hoodsport & Vuecrest	Q1- RFP went out and closes in the beginning of April. Q1- Reservoirs were cleaned in April.	Brandy	Q3
4.5.6	Blackflow Device & CCC Campaign – Hood Canal	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Moving to 2025	Brandy	Q3
4.5.7	Water System Planning & Reports – Amend SWMP for Arcadia Estates for iron & manganese treatment & Harstene Retreat for I&M Treatment	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moving to 2025, working on getting current WSP comments finished and into DOH before moving onto additional WSP's.	Brandy	Q3
4.6	Water Rights			
4.6.1	Ripplewood	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Aspect	Q3

		Q3- Consulted with Aspect, it will not hurt to see if ecology may approve water rights in a closed basin. Q4- Working with Jill from Aspect to set up a meeting.		
4.6.2	Madrona Beach – Have Aspect do a review and make recommendations in a summary	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Consulted with Aspect, when the WSP is updated, ecology will then look into the acre-feet that is used and see if the claim needs to be certificated.	Brandy/Aspect	Q3
4.6.3	Apply for change in place of use for Twanoh Consolidation	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Consulted with Aspect, this can be covered in the WSP/Consolidation	Brandy/Aspect	Q3
4.7	Water Loss			
4.7.1	View Ridge Heights	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Applying for DWSRF for design and construction of mainline reroute in 2025.	TJ/Brandy	Q4
4.7.2	Arcadia Estates	Q1- Nothing to report this quarter. Q2- Repaired a leak in March. Q3- Water loss is below 10% with leak repaired in March. Completed	TJ/Brandy	Q4
5.0	ELECTRIC			
5.1	Rebuilds- Capital Work Plan			
5.1.0	Bee Mill- Eight Additional Spans	Q1- Nothing to report this quarter. Q2- Moved to 2025 due to budget and project priorities. Q3- Started – to be done by end of October Q3- Started – Pushed to 2025 because of FEMA work	Jeremiah for engineering	2025
5.1.1	Seal Rock- Contractor conduit installation	Q1: Original bid was too high. Waiting on a re-quote per new HCC route. Q2- Doing joint trench area for Seal Rock. Work started in May. Q3- Jeremiah completed preliminary engineering for this project so we could apply for funding. Will do staking sheets and finalize materials/design once it is funded. Q4- Completed for 2024. Submitted grant requests to complete work in 2025.	Josh G/Jeremiah for engineering	Q3
5.1.2	Dig final tap at Four Wheel Drive Rd	Q1- Nothing to report this quarter. Q2 – Job Complete	Josh G	Q3
5.1.3	N44L Tap Single Phase (Old Mill Hill)	Q1- Replaced 5 poles with taller, added 1 pole, removed 5 spans of CU wire and replaced with 1/0 ACSR. Rick Obtaining easement to convert 5 spans of OH CU with UG. Q2- Nothing to report this quarter. Q3- 80% complete. Will finish by end of 2025. Q4 – Easement obtained. Will finish by end of 2025.	Kristin	2025
5.1.4	Webster Lane Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles. Q2- Nothing to report this quarter. Q3- Letters sent to customers. Will completed by end of 2025. Q4- Nothing to report this quarter.	Kristin	2025
5.1.5	Triton Head Dr. Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles. Q2- Nothing to report this quarter. Q3- Letters sent to customers. Will completed by end of 2025.	Kristin	2025

		Q4- Nothing to report this quarter.		
5.1.6	Jorstad Reroute	Q1- Nothing to report this quarter. Q2 – Job complete	Josh G	Q3
5.1.7	101 & 106 Intersection on Hillside to Sunnyside Rd (TRIM in 2024)	Q1: Put this on the 2024 FEMA Tree Trimming. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. (Kemp West to start mid-October)	Kristin /Jeremiah for engineering	2024
5.1.8	Bow Tree Lane Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles. Q2- Nothing to report this quarter. Q3- Completed.	Kristin	Q4
5.1.9	McDonald Cove Reroute	Q1- Nothing to report this quarter. Q2 – Job Complete	Josh G	Q2
5.1.10	Dips – Mason County	Design complete.	Josh G/Jeremiah	ON HOLD- Waiting for MCC & Mason County
5.2	FEMA REBUILD PROJECTS			
5.2.1	N133 R Tap Indian Beach (single OH) *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah finalize/Josh for Scheduling	2025
5.2.2	N206L Tap (OH) to Shar Lane single *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah finalize/Josh for Scheduling	2025
5.2.3	N299 L Tap Lon Webb Rd *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah finalize/Josh for Scheduling	2025
5.2.4	N95L Tap (single OH) to Virginia St. & N. Mardell Ln- upgrade wire (2023) *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah finalize/Josh for Scheduling	2025
5.2.5	S25 to S77 Skokomish 101 Reconductor *FEMA Grant*- Contract Work	Q1: Submitted an RFI to FEMA Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah for engineering	2025 – Contractor Work
5.2.6	N138 Robinson Rd to Post Office 3PH URD (2024) *ERA Grant*- Contract Work	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4- Work to be done as a part of different grant. Jeremiah to design in 2025	Jeremiah for engineering	2025 – Contractor Work
5.2.3	N330 Hamma Hamma Rec Rd single OH (2024) *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material ordered in 2025. To be done in 2026	Jeremiah for engineering	Material ordered by end of 2025
5.2.4	N243 Tap Bottom of Hamma Ridge Rd single OH (2024) *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material ordered in 2025. To be done in 2026	Jeremiah for engineering	Material ordered by end of 2025

5.2.6	N201 Eagle Creek Rd. single OH *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material ordered in 2025. To be done in 2026	Jeremiah for engineering	Material ordered by end of 2025
5.2.8	N220L1 Tap Colony Surf *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material ordered in 2025. To be done in 2026	Jeremiah for engineering	Material ordered by end of 2025
5.2.10	Eldon to Duckabush Reconductor *FEMA Grant* - Contract Work	Q1: Submitted an RFI to FEMA Q2- Waiting on FEMA. Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material ordered in 2025. To be done in 2026	Jeremiah for engineering	Material ordered by end of 2025
5.2.12	Cormorant Drive	Q3- Retagged.	Crew	Completed
5.3	ENGINEERING FOR FUTURE PROJECTS			
5.3.1	Bambi Farms URD	Removed from plan. Commercial customer planning to relocate. Will not replace URD 3-Phase lines in this area. Will replace single phase later down the road.	Jeremiah	2025
	Lilliwuap (WSDOT Culvert) Pole relocation	Q2- Preliminary plan developed Q3- Nothing to report this quarter. Q4- Jeremiah to meet with WSDOT on plans for this in 2025.	Jeremiah	2025
	25-27 WSDOT Culverts (Fish passage Projects)	Q2 – WSDOT sent locations in our area (doesn’t appear to affect PUD) Q3 – WSDOT requested pole locations near areas to determine if relocation is necessary. Sent information. No Reply Q4- Jeremiah made contact with Devin at DOT and is working on these.		2025
	Lilliwuap Pole Relocation Plan/Bore	Q3- Nothing to report this quarter. (Create plan in Q4) Q4 – Waiting on design from WSDOT to finalize	Jeremiah	2025
	115kV Insulators – Tide Flats	Q3- Insulators ordered. On hold until underbuild money comes in to mobilize. Q4- FEMA selected this to move forward for final review and is still waiting to hear on federal CDS grant. Got refreshed quote and will do this work in conjunction with insulator replacements once funding comes in 2025.	Jeremiah	2025 - Holding for funding
	V31L Tap	Q4- Nothing to report this quarter.	Jeremiah to research this project	2025
	Tide Flats underbuild	Q4- FEMA selected this to move forward for final review and is still waiting to hear on federal CDS grant. Got refreshed quote and will do this work in conjunction with insulator replacements once funding comes in 2025.	Jeremiah	2025 - Holding for funding
5.3.2	Grand Rd. URD	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moving to 2025’s plan.	Jeremiah	2025
5.3.3	Beacon Point (UG Replacement – Determine if it needs to be done	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moving to 2025’s plan.	Jeremiah	2025
5.3.4	Enchantment Heights	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moving to 2025’s plan.	Jeremiah	2025
5.3.5	Seamount URD	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moving to 2025’s plan.	Jeremiah	2025

5.3.6	Eagle Point URD	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moving to 2025's plan.	Jeremiah	2025
5.3.7	McDonald Cove pole installations	Completed.	Jeremiah	2024
5.3.8	Skok Valley Pole Replacement & Reconductor- (Break out in Phases Also)	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moving to 2025's plan.	Jeremiah	2025
5.3.9	Colony Surf- tap to get rid of fused elbow	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moving to 2025's plan.	Jeremiah	2025
5.3.10	Goodpaster's Tap	Q1- Nothing to report this quarter. Q2 – Mainline and restoration complete, taps were fused.... Discussion needed on future plan to replace UG or stay with fused elbows Q3- Completed for 2024. Will add eventual 10 replacement on future to-do list.	Josh G	2024
5.3.11	Manzanita Distribution	Q1: Finalized plan with Matt. Working on final plan drawing Q2 – All pipes and vaults are in sub to Dalby, wire and terminations planned for Q3- Making good progress. Will continue work through end of 2025.	Rose/Jeremiah	2024
5.4	Contracted Vegetation Management	Is any of this on USFS land? If so, we need to take steps outlined in new agreement for contract and in-house. Please review and make note.		
5.4.1	MP 314-308 (2024) N401 – N510	Q1- Nothing to report this quarter. Q2- Bid awarded. Q3- Contractors to start in Mid-October Q4 – Contractors started – Working on Danger Trees	Jeremiah/Kristin	2024
5.4.2	MP 308-302 (2025) N510 – N615			2025
5.4.3	MP 302-300 Bee Mill (2026) N615 – N645			2026
5.4.4	MP 320-327 (2027) N278 – N160			2027
5.4.5	MP 328-337 (2028) N138 – S48/U1			2028
5.4.6	HWY 106 MP 2-11 (2029) U50 – U251			2029
5.5	In-house Vegetation Management			
5.5.1	N459	Q1- 75 % complete in 2023, remainder planned for Q2/3 Q2- Nothing to report this quarter. Q3- Nothing to report this quarter.	Rose	2024
	Duckabush 1000blk to Kelly rd	Q3-Customer Notifications sent out Q4-Will get on schedule. Nothing this Q4 will move to first Q1 in of 2025	Josh G	2024
5.5.2	N386 R Tap Webster/Triton/Bowtree	Q1 – Sent customer notifications, planned work for trees, wires and poles. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter.	Rose	2024
5.5.3	N44 L Tap Old Mill Hill	Q1- Completed full trim for taller poles and reconductor.	Josh G	2024
5.5.4	N206 Shar Lane	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Completed.	Rose	2024

5.5.5	HWY 101 x HWY 106 Southbound	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter.	Rose	2024
5.5.6	Other areas as necessary (Canal View)	Q1- Removed veg from canal view line during and after un-planned outage Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Trimming and resag at Hamma Rec Rd.	Rose	2024
5.5.7	Annual USFS Permit Review	Q1- Nothing to report this quarter. Q2- Jeremiah and Kristin working on amendment with USFS to eventually reroute power at Seal Rock. Q3- Nothing to report this quarter. Q4- Kristin had annual meeting with USFS staff.	Kristin/Jeremiah	Q1- March
5.6	Manzanita Substation			
5.6.1	Station Design Completion & Prepare Bid Document Bid Document-	Q1- Sitework awarded. Will be completed in Q2. Q2- Site work phase completed. Q3- Bid awarded to RiverLine Power. Completed.	POWER/Kristin/Jeremiah	Q3-Q4
5.6.2	T3 Circuit Breaker	Q1 – Working on wiring drawings Q2 – Working on drawings Q3 – Schematics Done. Q4 – Pushed to consultant to finalize	Jeremiah/Hamid	Q4
5.6.3	Distribution	Q1- Finalized plan. Working on final plan drawings for crew. Q2- Crew almost completed. Q3- West & East feeder connections @ Dalby, West feeder vault, ROW corridor single phase remaining. Q4 – Construction ongoing into 2025	Jeremiah/Josh	Q4
5.6.3.1	Construct exit feeders	Q1-Nothing to report this quarter. Q2-Nothing to report this quarter. Q3-Done	Kristin/Jeremiah/POWER	Q3
5.6.3.2	Construct riser pole for double circuit	Q1-Nothing to report this quarter. Q2-Nothing to report this quarter. Q3-Done	Kristin/Jeremiah/POWER	Q3
5.7	Annual Substation Inspection & Maintenance Plan			
5.7.1	Create annual reports with the data collected	Q1: Data Collection Ongoing. Will start collating data for an annual report Q2: Collating information Q3: Collating information Q4: Collating information	Jeremiah	All Qs
5.7.2	Develop a regulator maintenance plan	Q1 – Nothing to report this quarter Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4: Started. Ordered repairs for (2) regulators	Jeremiah	Q4
5.7.3	Evaluate the cost to have spares on hand and how many we can afford to purchase in a year or if we have to spread it over 2 years.	Q1 – Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4 – Desired is a set of 167kva and a set of 250kVA. Working on pricing	Jeremiah	Q4

5.7.4	Install fiber & camera at Duckabush Sub	Q1 – Nothing to report this quarter Q2- Kristin asked HCC for a quote to do this work. Q3- Still waiting on quote Q4- PUD to schedule trench	Jeremiah/Josh	Q4
5.8	Pole Replacement Plan			
5.8.1	106	Designed and shelved. Waiting for funding.	Jeremiah	On Hold
5.8.2	Skok Valley	Captured above in engineering.	Jeremiah	2024
5.8.3	Replace EOL poles as identified- goal is 10/year	Q1 – Nothing to report this quarter Q2 – Replaced 2 EOL poles. Q3- Replaced 11 poles as part of HCC’s make ready project. Q4 – Nothing to report this quarter	Jeremiah	All Qs
5.8.4	Pole Inspection/Testing	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3- Nothing to report this quarter. Q4 – Nothing to report this quarter	Jeremiah	2024
5.8.5	System Climbing/Inspection plan or Drone inspection for Tidal Crossing	Q1 – Matt got a partial drone inspection done for the tidal crossing. Q2 – Jeremiah got a full drone inspection and will be working on a time to replace all of the insulators and other issues by Q3 Q3 – Wiggins tech inspection Need to send all pole locations to Wiggins tech for quote to fly whole or part of system. Q4 – Nothing to report this quarter. Need to send all pole locations to Wiggins tech for quote to fly whole or part of system.	Jeremiah	Q3
5.9	Install Gang Switches			
5.9.1	N220 *FEMA Grant*	Q1 – Nothing to report this quarter Q2 - Nothing to report this quarter. Q3- Nothing to report this quarter.	Jeremiah	ON HOLD- Waiting to Sign Contract
5.9.2	N316 *FEMA Grant*	Q1 – Nothing to report this quarter Q2- Nothing to report this quarter. Q3- Nothing to report this quarter.	Jeremiah	ON HOLD- Waiting to Sign Contract
5.10	Install recloser banks			
5.10.1	N459 *FEMA Grant*	Q1 – Completed, triple single not coordinating or working properly. Replaced with 3 phase tank w/controller	Jeremiah	Completed
5.10.2	N595 Single phase Recloser	Q3: Review quotes from GenPac Q4: Ordered	Jeremiah	2025
5.10.3	S38 Single phase Recloser	Q3: Review quotes from GenPac Q4: Ordered	Jeremiah	2025
5.10.4	N377 *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah	2025
5.10.5	N544 *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah	2025

5.10.6	N595R1 *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah	2025
5.10.7	V19 *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA Q3- Nothing to report this quarter. Q4 – FEMA Approved. Material Ordered. To be done in 2025	Jeremiah	2025
5.10.8	Duckabush Sub North *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA Q3- Nothing to report this quarter. Q4 – FEMA Approved. Moved to 2026	Jeremiah	2026
5.11	Duckabush Utility Relocation Project			
5.11.1	Final Design	Q1- Completed.	Jeremiah	Q1
5.11.2	Finalize Permitting	Q1- Completed.	Jeremiah	Q1
5.11.3	Order Materials	Q1- Completed.	Jeremiah/Jordan	Q1
5.11.4	Bidding & Award Contract	Q1- Out to bid. Q2- Bids came in too high compared to engineer’s estimate. Rebid in June. Q3- Bid awarded to RiverLine. Work started in August. Q4 – Final walk-thru scheduled	Kristin/Jeremiah	Q4
5.11.5	Start Construction for Phases 1 & 2	Q1- Out to bid. Starting in Q2. Q2- Bids came in too high compared to engineer’s estimate. Rebid in June. Should have notice to proceed in July. Q3- Bid awarded to RiverLine. Work started in August. Q4 – Final walk-thru scheduled	Jeremiah/Kristin	Q4
5.12	Misc. Engineering Projects			
5.12.1	Long Range Plan (LRP)- use WindMil model to aid in LRP	Q1 – Nothing to report this quarter Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Nothing to report this quarter.	Jeremiah	2024
5.12.2	Tree Clearing Tracking- create layers in NISC or ARCGIS	Q1 – Started. Waiting for GIS tech to help Q2 – Luke is working on GIS side for this Q3- Luke is working on GIS side for this Q4- Luke is working on GIS side for this	Jeremiah	2024
5.12.3	Tideflats Underbuild Planning	Q1 – Estimate created for funding Q2 – Estimate updated for funding Q3 – Ordered Material Q4 – Grant Funding submitted	Jeremiah	2024
5.12.4	Finalize Avian Protection Plan	Q1 – Nothing to report this quarter Q2 – Attended Avian Protection Classes Q3- Nothing to report this quarter. Q4 – Done. Final review by Kristin	Jeremiah	2024
	Identify UG Construction Standards to Update			

5.12.5	Calculations as necessary	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2025
5.12.6	Add/Change/Determine necessary item #s in NISC Financials	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2025
5.12.7	AutoCAD Drawings	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2025
5.12.8	Add/Change AUs NISC Financials	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2025
	Identify OH Construction Standards to Update			
5.12.9	Calculations as necessary	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2025
5.12.10	Add/Change/Determine necessary item #s in NISC Financials	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2025
5.12.13	AutoCAD Drawings	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2025
5.12.14	Add/Change AUs NISC Financials	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2025
	Procedure Streamlining			
5.12.15	Process for as-built in NISC for transformers	Q1 – Nothing to report this quarter Q2 – Reviewed and updated process with Rick – need to see if Lisa is having any issues Q3 – Reviewed with Lisa. Q4 - Done	Jeremiah	2024
5.12.16	Process for as-built in NISC for meters	Q1 – Nothing to report this quarter Q2 – Reviewed and updated process with Rick – need to see if Lisa is having any issues Q3 – Reviewed with Lisa. Q4 – No changes to process at this time.	Jeremiah	2024
	WindMil Model			

5.12.17	Identify NISC connectivity issues	Q1 – Nothing to report this quarter Q2 – Identified missing meters and other connectivity issues. Working on updating these meters with Rick Q3 – Ongoing. Working on mapping as time allows Q4 – Ongoing. Working on mapping as time allows	Jeremiah	2024
5.12.18	Document clean-up for WindMil & NISC models	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter	Jeremiah	2024
5.12.19	Load flow analysis	Q1 – Nothing to report this quarter Q2 – Duckabush Complete Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter – To be done as a part of LRP	Jeremiah	2024
5.12.20	Voltage drop analysis	Q1 – Nothing to report this quarter Q2 – Duckabush Complete Q3 – Nothing to report this quarter Q4 – Nothing to report this quarter – To be done as a part of LRP	Jeremiah	2024
5.12.21	Protection/Coordination analysis	Q1 – Nothing to report this quarter Q2 – Matt & Rose to verify locations of reclosers on system map Q3 – Locations mostly updated Q4 – Nothing to report this quarter – To be done as a part of LRP	Jeremiah	2024
5.13	Engage in Industry Associations that Support our Power Business			
5.13.1	WPUDA	Q1- Kristin attended DC Rally with WPUDA and APPA. Working with WPUDA this session on funding for utility relocations for culverts on both state and federal levels. Q2- Kristin working with ad-hoc committees on resource adequacy proposal and EDAM. Q3- Kristin and Mike attended August association meetings. Mike to attend September meetings. Mike, Rooster & Brandy to attend water workshop in September. Q4- Kristin, Brandy, Mike and Jack attending monthly meetings. Kristin and Katie attended Managers & Finance committees.	Staff & Commissioners	All Qs
5.13.2	PPC	Q1- Kristin & Commissioners attending PPC meetings. Will chime in on the Markets+ proposal in Q2. Q2- Kristin & Commissioners attending PPC meetings. Q3- Kristin & Commissioners attending PPC meetings. Kristin attended the EDAM meeting with BPA leadership in August. Q4- Kristin & Mike attended annual meeting.	Kristin & Commissioners	All Qs
5.13.3	WPAG	Q1- Kristin & Commissioners attending WPAG meetings. Will develop position for Markets+ in BPA’s Provider of Choice proposal. Q2- Kristin & Commissioners attending WPAG meetings regarding EDAM and 2028 contracts. Q3- Kristin & Commissioners attending WPAG meetings. Q4- Kristin & Commissioners attended meetings. Kristin attended REC sub meeting and authorized WPAG to intervene on rate case on behalf of PUD 1.	Kristin & Commissioners	All Qs
5.13.4	NWPPA	Q1- Kristin registered for annual conference in Q2.	Kristin & Commissioners	All Qs

		Q2- Kristin attended annual conference and also participates in the government relations committee and western wildfire policy committee. Q3- Kristin attending wildfire group meetings and GRC meetings. Q4- Kristin attending GRC and wildfire meetings.		
5.13.5	BPA	Q1- Reviewing BPA’s Provider of Choice program for 2028 contracts and will consult with WPAG and PPC before providing feedback in Q2. Q2- Marcus Perry, power account exec from BPA will attend July board meeting. Kristin and Jeremiah working with BPA on large load customers, transmission, and contract for metering for Manzanita Substation. Q3- Kristin provided comments to BPA leadership on Markets+. Worked with BPA transmission team to update LLRC. Q4- Kristin submitted transmission LaRC. Invited Marcus to 2025 meetings.	Kristin & Commissioners	All Qs
5.14	Telecom-HCC Partnerships			
5.14.1	Alderbrook URD	Q1- Replaced	Brandy/Kristin/HCC	Ongoing
5.14.2	Canal View Bore - Water	Q1- Working on permitting with WSDOT and will get new quote from HCC. Q2- Nothing to report this quarter.	Brandy/HCC	Ongoing
5.14.3	Seal Rock	Q1- Included in Electric CWP Section above. The quote for this came in way too high. HCC amended the construction plans and we are waiting on a quote from the contractor to decide if we are going to share in the open trench or not. Q2- Agreed to participate in joint trench areas in 2024. Work began in May to install conduit only. Will do future phases in coming years.	Kristin/HCC	Q2
5.15	Pole Attachments			
5.15.1	Recalculate pole attachment rates	Q1- Nothing to report this quarter. Q2 – Nothing to reports this quarter – will work on in Q3. Q4- On schedule to notify attachers in December. Will set rate hearing for February.	Katie	2024
5.15.2	Update contact list for partnerships for OH & URD conversion projects	Q1- Nothing to report this quarter. Q2 – Updated contacts for our telecom attachers to notify during conversions.	Katie	Q1
5.16	MISC.			
5.16.1	Continue more 3PH/CT Meter Audits	Q1- Worked some in Q1, ongoing Q2- Worked some in Q2, ongoing, move to Q4 Q3- Ongoing. Summer did more CT meters in August and is scheduled to return in September/October to finish. Q4- Last week of 2024 audits completed in November.	Summer	Q4
5.16.2	Low wires – audit & notify attachers	Q1- Matt and crew did a full audit of the north end and provided Katie with a list of violations to contact 3 rd party attachers. Will follow up on compliance in Q2. Q2 –Attachers are working on relocating. Will follow up in 3 rd Q to check on progress and notify as needed. Q3 – Notices sent. Q4- Notices resent to Wave for abandoned attachments and Lumen for damaged wires.	Katie	All Qs