

**PRE-AGENDA**  
FOR THE REGULAR MEETING OF  
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1 BOARD OF COMMISSIONERS  
**NOVEMBER 14, 2022 AT 1:30 PM**  
**THIS IS A HYBRID MEETING**

**Join Zoom Meeting:** <https://clallampud-net.zoom.us/j/83811711744?pwd=aDhMZmpzeFhNb1ZpYXZwekhTcEFXZz09>

**Meeting ID:** 838 1171 1744 | **Passcode:** 516214

**One tap mobile:** +12532158782,,83811711744#,,, \*516214# US (Tacoma)

**Dial by your location:** +1 253 215 8782 US (Tacoma)

- **Consent Agenda Items**

The Commissioners will consider approving Consent Agenda items.

- **Acceptance Memo for Cost Increase to Agreement No. 200328**

Commissioners will consider approving an Acceptance Memo for a cost increase to Agreement No. 200328 for Clallam Bay/Seki water main upgrades pre-construction.

**Staff requests a motion, second, and a vote:** to approve an Acceptance Memo for a cost increase to Agreement No. 200328 for Clallam Bay/Seki water main upgrades pre-construction, originally contracted at \$349,452.00. Due to delays and design changes with Washington State Department of Transportation (WSDOT), previous change orders were approved to extend the agreement time and add to the scope of work with additional project costs for a total project cost not-to-exceed \$388,467.00. The additional scope of work and time increases the agreement by \$8,753.36, for a total project cost of \$397,220.36.

- **Acceptance Memo of Completion for Bid No. 220805**

Commissioners will consider approving an Acceptance Memo of Completion for Bid No. 220805 for completion of upgrades to the Forks substation.

**Staff requests a motion, second, and a vote:** to approve Acceptance Memo of Completion for Bid No. 220805 for completion of upgrades to the Forks substation. Olympic Electric Company, Inc. completed the project for a total contract cost of \$612,044.03, including WSST. The project replaced aging equipment at the Forks substation to bring it up to current industry standards.

- **Acceptance Memo of Completion for Bid No. 220803**

Commissioners will consider approving an Acceptance Memo of Completion for Bid No. 220803 for pole inspection, treating, and reporting.

**Staff requests a motion, second, and a vote:** to approve Acceptance Memo of Completion for Bid No. 220803 for pole inspection, treating, and reporting of 2,255 electrical transmission and distribution poles. Pacific Pole Inspection, LLC. completed the project for a total contract cost of \$148,782.15, including WSST.

- **Resolution 2253-22 Adopting the 2023 Budgets**

Commissioners will consider approving Resolution 2253-22 adopting the 2023 budgets.

**Staff requests a motion, second, and a vote:** to approve Resolution 2253-22 adopting the 2023 Electric Operating Fund, Water Operating Fund, and Wastewater Operating Fund budgets as finally determined.

- **BPA Post-2028 Contract Discussion**

Commissioners and staff will discuss recent developments of the BPA post-2028 contract.

- **Executive Session**

The Commissioners will hold an executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

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*The Commissioners will also consider the customary business matters associated with approval of payments, minutes of the previous meeting, reports from Commissioners and staff, comments from the public, and other items of information or general business. Items may be added to, or removed from, the agenda at the meeting.*

**AGENDA**  
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CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1  
BOARD OF COMMISSIONERS  
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**1. CALL TO ORDER**

**2. COMMENTS FROM THE PUBLIC**

**3. AGENDA REVISIONS**

**4. APPROVAL OF CONSENT AGENDA**

- A. Minutes of the October 24 regular meeting;
- B. Claim vouchers for October 24 through November 7, 2022 for a total of \$1,438,186.30;
- C. Payroll vouchers for the period of October 16.through October 31, 2022;
- D. Removal of delinquent accounts from the November 2022 active accounts receivable totaling \$5,174.58 including a 30% collection fee; and
- E. Contractor prequalification for Magnum Power LLC., in the amount of \$10,000,000 for the upcoming calendar year.

**5. BUSINESS ITEMS**

- A. Acceptance Memo for cost increase to Agreement No. 200328 for Clallam Bay/Sekiu water main upgrades pre-construction Tom Martin
- B. Acceptance Memo of Completion for Bid No. 220805 for the Forks substation upgrade Doug Adams
- C. Acceptance Memo of Completion for Bid No. 220803 for pole inspection, treating, and reporting Terry Lind
- D. Resolution 2253-22 Adopting the 2023 Budgets Ruth Kuch
- E. BPA Post-2028 contract discussion Commissioners, Staff

**6. CORRESPONDENCE/COMMUNICATIONS**

- A. Assistant General Manager John Purvis's requests Sean Worthington

**7. COMMISSIONER REPORTS**

**8. STAFF REPORTS**

- A. Peninsula Energy Futures Conference John Purvis
- B. Storm outages Jason Seibel

**9. BOARD ACTIONS FOR STAFF**

**10. COMMENTS FROM THE PUBLIC**

**11. EXECUTIVE SESSION**

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

**12. ADJOURN**

**CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1**

Minutes of the Regular Meeting of the Board of Commissioners

Main Office | 104 Hooker Road | Sequim, WA 98382

**October 24, 2022 at 1:30 PM** - This was a hybrid meeting

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**Commissioners Present in Person:** Will Purser, President and Rick Paschall, Vice President

**Commissioners Present via Zoom:** Jim Waddell, Secretary

**Staff Present in person or via Zoom:**

Sean Worthington, General Manager  
Doug Adams, Transmission and Substation  
System Supervisor  
Lori Carter, Controller/Auditing Officer  
Ruth Kuch, Finance Manager/Treasurer  
Jamie Spence, HR Manager  
Teresa Lyn, Executive Assistant  
Tom Martin, WWW Manager  
Travis McClain, WWW Coordinator  
Bowen Kendrick, WWW Manager  
Nicole Hartman, Communications Manager  
Steve Schopfer, IT Manager

Colin Young, Distribution System  
Supervisor  
Jason Siebel, Operations Superintendent  
Eric Jacobson, Business Analyst  
Mike Hill, Engineering Manager  
Tyler King, Power Analyst  
Shawn Delplain, Broadband Supervisor  
Chelsey Jung, Payroll Coordinator  
Mary Doran, Sr. Accountant  
Jenean Keate, Contract Coordinator

**Others Present as Identified (in person or via Zoom)**

Werner Buehler  
Krestine Reed  
Patti Morris  
Christine Stallard  
Katherine Woodin  
Sanders (first name not provided)  
M. Johnson

Assistant General Manager John Purvis was on PTO and attended as a member of the public.

The meeting commenced at 1:30 PM.

**PUBLIC COMMENT :18**

Assistant General Manager John Purvis read a letter that he wrote in response to candidate Ken Hays' false and damaging statements about Mr. Purvis, and requested that the board authorize the general manager to take specific actions as outlined in the letter to mitigate them. Mr. Purvis then submitted the letter to the board and staff for public records retention.

During the public comments period, a copy of Assistant Manager Purvis's letter was scanned and emailed to Commissioner Waddell, who was attending the meeting remotely and was having difficulty hearing the audio during public comments.

A public comment was made thanking General Manager Sean Worthington for his letter correcting misinformation circulating about the District's fixed cost policy and solar incentives,

and asking why the EDC contract renewal was on the agenda for discussion today as opposed to during the upcoming budget review in December.

Commissioner Waddell shared that he is undergoing treatment for pancreatic cancer. He shared his treatment plan and advised that he will continue doing his work throughout. Commissioners Paschall, Purser and attendee Krestine Reed expressed their concern, best wishes for healing, and offered assistance to Jim.

#### **AGENDA REVISIONS 12:52**

- A. Upon motion of Commissioner Paschall and seconded by Commissioner Purser, original Business Item B, the EDC contract renewal for 2023, was tabled to be discussed at an upcoming board meeting as a budget review item;
- B. A correction to Consent Agenda Item C was made; Minutes of the October 12 special meeting was corrected to Minutes of the October 18 special meeting; and
- C. Business Item B was added to discuss Assistant Manager Purvis's requests from the letter he read and submitted during public comments.

#### **CONSENT AGENDA 17:27**

Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board approved the following consent agenda items:

- A. Minutes of the October 10 regular meeting;
- B. Minutes of the October 12 Carlsborg Water work session;
- C. Minutes of the October 18 special meeting;
- D. Claim vouchers for October 10 through October 17, 2022 for a total of \$ 2,760,335.21;
- E. Payroll vouchers for the period of October 1 through October 15, 2022; and
- F. The September Treasurer's Report.

#### **BUSINESS ITEMS STARTING AT 18:08**

- A. **18:35:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board approved Recommendation Memo No. 220808 to T&R Electric Supply Company for a re-manufactured rewind, 3-phase, 12MVA power transformer for the Neah Bay substation, located at 1200 Backtrack Road in Neah Bay to bring equipment up to current standards. The expected delivery is 58 to 65 weeks. The total base bid for the transformer is \$331,991.00 (not including WSST).
- B. **22:26:** Assistant General Manager John Purvis's letter (read during today's public comment period) was discussed, specifically the letter's request for the board to authorize the general manager to take specific actions as outlined in the letter to mitigate the damage done to both his and the PUD's reputation by candidate Ken Hays' making false characterizations in a recorded public forum. The Commissioners expressed their full support of Assistant Manager Purvis and his requests. Upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board authorized General Manager Worthington to take the requested actions and seek legal counsel prior to doing so.

- C. **36:10:** The Commissioners discussed approving PUD's letter to senior BPA administration outlining significant reliability issues and their effects on west Clallam county residents and businesses due to BPA transmission line inadequacies. The letter also requests that BPA seek federal funding that PUD may not have access to in order to improve reliability of those lines. Commissioner Waddell suggested that the section requesting BPA to apply for federal grants to fund improvements be removed from the letter, considering BPA's current surplus situation. Commissioner Paschall moved to approved the letter in its current form. Commissioner Waddell seconded, however with dissent due to the request for BPA to apply for federal grants. Upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board authorized General Manager Worthington to affix their signatures to the letter and send it in its current form to BPA CEO John Hairston. Local supporting organizations and individuals are to be copied on the letter. Commissioner Paschall suggested inviting PUD's account executive to an upcoming meeting to discuss the viability of the PUD-proposed projects outlined in the letter.
- D. **41:43:** Commissioners and staff discussed recent BPA Post-2028 contract updates. Commissioner Paschall expressed apprehension regarding augmentation as he believes public power is being bifurcated into utilities that are fast growing, and those that are slow growing, like Clallam PUD.

### **CORRESPONDENCE/COMMUNICATIONS 52:03**

Communications Manager Nicole Clark reported that Clallam PUD was recently awarded an Excellence in Communications / First Place Award for Social Media for 2022 from the Northwest Public Power Association (NWPPA). Specifically mentioned were: customer-oriented posts; quick response times; good general engagement with followers; answering questions; being appreciative and courteous; and an excellent mix of content showcasing on-the-ground improvement in the community, tips for customers, organizational history, and complimentary partner content. General Manager Sean Worthington added that since Nicole has taken over the communications there has been a night and day difference; she's done a phenomenal job. She is communicating with the dispatchers at two o'clock in the morning and posts to Facebook and our website so customers can now go to our website and click on the County map to see exactly where the outages are and when they are expected to be resolved.

### **COMMISSIONER REPORTS 55:58**

Commissioner Paschall advised that he will no longer participate in future contract high water mark (CHWM) group discussions as the focus on aggregation does not apply to Clallam PUD, a slow-growing utility possessing only one megawatt of CHWM power. This is in relation to the other group participant utilities who are "the fast rollers with significantly higher watermarks due to much higher loads."

Commissioner Purser attended Energy Northwest (EN) resource adequacy meetings. Topics were: Two companies in Grant County that were recently awarded a hundred billion dollars each to manufacture battery material; EN working with Grant to build a small nuclear reactor; and the Pentagon's request for proposals for the installation of a 10 megawatt microreactor at an Alaskan

Air Force base, which is being driven by President Biden in an effort to make all military installations zero carbon. This new technology requires little surveillance, only needs to be refueled every eight years; and is an option for remote locations that experience frequent outages.

**STAFF REPORTS 1:05:45**

There were no staff reports.

**BOARD ACTION ITEMS 1:05:53**

- A. General Manager Sean Worthington is to seek legal counsel and proceed with taking action on Assistant General Manager Purvis's requests in the letter he read during today's public comment period;
- B. Staff is to send the BPA letter out to CEO John Hairston and supporting individuals and organizations this week and is to follow up with CEO Hairston within 45 days if a response has not been received; and
- C. Staff is to invite PUD's BPA Transmission Account Executive Melanie Jackson to an upcoming board meeting to advise what actions BPA will take to address west end transmission reliability issues.

**PUBLIC COMMENT 1:06**

Public comment was heard from Ken Hays in response to John Purvis's letter.

**ADJOURN**

There being no further business to come before the board, the meeting adjourned at 2:40 PM.

**ATTEST:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

*A detailed transcript of this meeting via audio recording is available to the public on the Commission Meetings page of the PUD website here: <https://clallampud.net/commission-meetings/>.*

October 24, 2022

**SUMMARY VOUCHER APPROVAL**  
**PUBLIC UTILITY DISTRICT #1 OF CLALLAM COUNTY**  
**OPERATING FUND**

We certify, under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the attached list of claims are a just, due and unpaid obligation against Public Utility District No. 1 of Clallam County, and that we are authorized to authenticate and certify said claims.

SIGNED *Yori Carter* DATE 11/8/22  
AUDITING OFFICER

*[Signature]* DATE 11/9/22  
GENERAL MANAGER

Vouchers audited and certified by the Auditing Officer and the General Manager have been recorded on the attached list(s) which has been made available to the Board of Commissioners of Public Utility District No. 1 of Clallam County. We, the undersigned Board of Commissioners of Public Utility District No. 1 of Clallam County, approve for payment those vouchers included on the attached list(s):

Summary for Voucher Lists Dated 10/24/2022–11/7/2022

Checks	\$	1,205,095.90
Wire Transfers		211,050.91
E-Payment		22,039.49
Prepays		
Total	\$	1,438,186.30

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

**PUD#1 OF CLALLAM COUNTY, WASHINGTON**

**NOVEMBER 2022  
DELINQUENT ACCOUNTS TO BE REMOVED  
FROM ACTIVE ACCOUNTS RECEIVABLE**

Delinquent accounts listed for electricity and water on the attached pages are approved to be removed from the active accounts receivable. All accounts to be removed are grouped and total as follows:

11/01/22	Clallam Bay – Evergreen	\$	366.00
11/01/22	Forks – Evergreen	\$	1,250.60
11/01/22	Port Angeles – Evergreen	\$	735.31
11/01/22	Sequim – Evergreen	\$	1,102.68
11/01/22	All Area-Direct W/O Bankruptcy	\$	-
11/01/22	All Area-Direct W/O Deceased	\$	683.63
11/01/22	All Area-Direct W/O Small Balance	\$	-
	<b>SUBTOTAL</b>	\$	<u>4,138.22</u>
11/01/22	30% Collection Fee	\$	1,036.36
	<b>TOTAL</b>	\$	<u><u>5,174.58</u></u>
	<b>Previous Debt Collected in October 2022</b>	\$	3,571.51
	<b>Previous Debt Collected Year To Date 2022</b>	\$	16,644.08

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

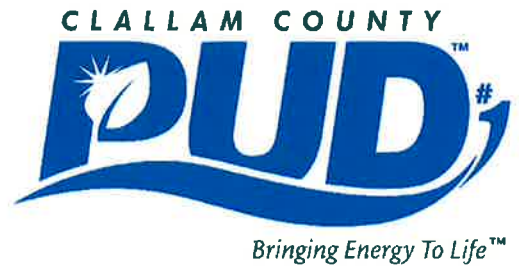
\_\_\_\_\_  
Vice-President

SW:kw


Attachments

These lists comply with our CIS software which removes accounts from the active accounts receivable when placed with a collection agency (classifies them as bad debt). The exceptions are bankruptcies, deceased customers and customer accounts with small balances under \$20. These are removed under the categories of All-Area Direct W/O, but not placed with a collection agency.





MEMORANDUM

Date: November 14, 2022  
To: Sean Worthington, General Manager  
From: John Purvis, Assistant General Manager   
Re: CONTRACTOR PREQUALIFICATION APPLICATIONS

The contractor on the following list is requesting approval for prequalification for the upcoming calendar year. Ruth Kuch, Treasurer/Finance Manager, has examined the financial data submitted with the application as well as the bonding letter from their surety and/or bonding company and has recommended the prequalification amount as indicated:

Contractor	Previously Approved Amount	Recommended Amount
Magnum Power LLC	\$10,000,000	\$10,000,000

Approved by Board of Commissioners at meeting of: \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Sean Worthington, General Manager

District Use Only:

MH  JP  TL  BD n/a RK  JS

Previous Pre-Qual Amount: \$ 10,000,000 New Pre-Qual Amount: \$ 10,000,000

References checked by: \_\_\_\_\_ (on new contractors only) Date: \_\_\_\_\_

Date To Board: 11/14/2022



**APPLICATION FOR PREQUALIFICATION TO BID ON  
CONSTRUCTION OR IMPROVEMENT OF ELECTRICAL FACILITY**

Contractors wishing to apply to the PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY for designation as a pre-qualified bidder for construction or improvement of any electrical facility, as defined by RCW 54.04.080 and required by RCW 54.04.085, shall complete the following questionnaire and submit all the information requested.

As used herein, the term "construction or improvement of any electrical facility" shall mean the construction, the moving, maintenance, modification, or enlargement of facilities primarily used or to be used for the transmission or distribution of electricity at voltages above seven hundred fifty volts, including structures directly supporting transmission or distribution conductors but not including site preparation, housing, or protective fencing associated with but not included in a contract for such construction, moving, modification, maintenance, or enlargement of such facilities.

1. Name of Business: Magnum Power LLC
2. Address -- Mailing: 6024 N. 10th Street, Ridgefield, WA 98642  
Business: 6024 N. 10th Street, Ridgefield, WA 98642  
Telephone Number: 360-967-2180  
FAX Number: \_\_\_\_\_  
E-Mail Address: bids@magnumpowerllc.com  
U.B.I. Number: 602445028  
Contractor Registration No: MAGNUPL962Q4, MAGNUPL96284  
WA Employment Security No: 281029 00 9  
Dept. of Revenue State Excise Tax No: 602 445 028  
Company Federal Tax ID No: 42-1650839  
Sole Proprietorship  Partnership  Incorporation

3. If Applicant is a corporation:

a. State of incorporation: Washington

b. Name and address of registered agent: Dan Ritola  
6024 N. 10th Street, Ridgefield, WA 98642

c. Names and addresses of officers of the corporation and their length of time with corporation. Indicate by an "\*" those authorized to sign contracts:

\* Dan Ritola, President 6024 N. 10th Street, Ridgefield, WA 98642, 18 years.

\* Alex Erickson, General Manager - 6024 N. 10th Street, Ridgefield, WA 98642, 2 years.

\* Scott Homola, Operations Manager - 6024 N. 10th Street, Ridgefield, WA 98642, 13 years

d. Number of years the corporation has been in business: 18 years

4. If Applicant is a partnership, state -

a. Names and addresses of all partners:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

b. Length of time partnership has been in business: N/A

5. If Applicant is a sole proprietorship, how long have you been in business? N/A

6. Number of years Applicant has performed the type of work for which Applicant is bidding: 18

7. Has the Applicant paid all current license fees to the State of Washington:

(circle one)  YES  NO

License type: Electrical  Electrical License # MAGNUPL96284

General Construction  General License # MAGNUPL962Q4

8. Attach a **general résumé** setting forth applicant's experience, technical qualifications, and organization's ability to perform the proposed construction.

9. Attach a **list of your supervisory personnel, their qualifications, and years of experience.** Also list the number and type of craftsmen available, and list equipment available for work.

10. Attach a **list of clients served over the last three (3) years** including their names, addresses, location of the jobs performed, and contract amounts of the larger contracts. Be sure to include all work done with other Washington public utility districts.

11. What is the maximum amount of work, expressed in dollars, which you consider you are

capable of undertaking? \$ 20,000,000.00 per project

12. Set forth the name and address of Applicant's bank, including the branch and name of the individual in said bank to be contacted for financial reference.

Riverview Bank 900 Washington Street Suite 900, Vancouver, WA 98660

Jeff Allen 360-693-7184

13. Set forth the names, addresses, and contact information of three (3) clients who will act as references.

Please see attached supporting document

14. Attach your last fiscal year's complete financial statement (**Balance Sheet and Income Statement**). You must also submit a letter from your bonding/surety company that identifies their capacity in aggregate and by project.

**Note: Application for Pre-qualification will not be considered without last fiscal year's complete financial statement.**

15. Affirm that Applicant will pay wages and benefits for craftsmen employed on work that prevail in the locality of the work, as determined by the Department of Labor and Industries. Affirm  
(Please write "affirm", if you agree)
16. Affirm that Applicant will comply with government regulations regarding non-discrimination of employment and employment practices on the basis of sex, race, color, or national origin.  
Affirm (Please write "affirm", if you agree)
17. APPLICANT RECOGNIZES AND AGREES THAT UNDER THE PROVISIONS OF RCW 54.04.085, IF THE DISTRICT COMMISSION DETERMINES THAT A PREQUALIFIED CONTRACTOR NO LONGER MEETS ALL OF THE REQUIREMENTS FOR PREQUALIFICATION STATUS, THE DISTRICT MAY REFUSE TO FURNISH THAT CONTRACTOR WITH A CONTRACT PROPOSAL FORM AND MAY REJECT ANY BID PROPOSAL SUBMITTED BY THAT CONTRACTOR. Affirm  
(Please write "affirm", if you agree)
18. List all OSHA citations received over the past three years including:
- Violation type
  - Date
  - Outcome and brief description of citation
  - Any fatal accidents
  - **MUST ATTACH OSHA 300 LOG FOR THE PREVIOUS 3 YEAR PERIOD**

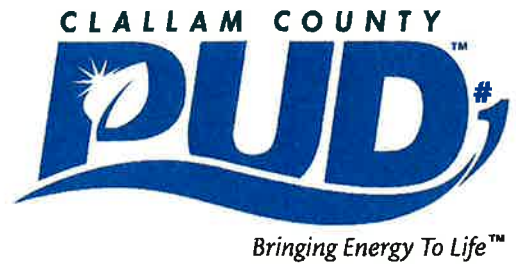
Please see attached supporting document

19. Applicant confirms they are not on any State or Federal Suspended/Debarment lists. If for any reason applicant is placed on any State or Federal Suspended/Debarment lists, applicant must inform the District immediately and is banned from bidding on any project until the Suspension/Debarment is lifted and at the discretion of the District. Affirm  
 (Please write "affirm", if you agree)

For which of the following classes of work are you seeking prequalification? Indicate by use of "X" in proper square.

- A. DISTRIBUTION
- |    |                         |                                     |
|----|-------------------------|-------------------------------------|
| 1. | Hot Work - Overhead     | <input checked="" type="checkbox"/> |
| 2. | Overhead Construction   | <input checked="" type="checkbox"/> |
| 3. | Underground - Primary   | <input checked="" type="checkbox"/> |
| 4. | Underground - Secondary | <input checked="" type="checkbox"/> |
| 5. | Plowing                 | <input checked="" type="checkbox"/> |
| 6. | Trenching               | <input checked="" type="checkbox"/> |
- B. TRANSMISSION
- |    |                                 |                                     |
|----|---------------------------------|-------------------------------------|
| 1. | Wood or Fiberglass Poles        | <input checked="" type="checkbox"/> |
| 2. | Steel Tower                     | <input checked="" type="checkbox"/> |
| 3. | Steel or Concrete Poles         | <input checked="" type="checkbox"/> |
| 4. | Underground                     | <input checked="" type="checkbox"/> |
| 5. | Stringing and Sagging Conductor | <input checked="" type="checkbox"/> |
- C. POLE AND WOOD PRODUCT INSPECTION
- |    |  |                                     |
|----|--|-------------------------------------|
| 1. | Inspection and Treatment of Poles in Place | <input checked="" type="checkbox"/> |
| 2. | Inspection of New Crossarms and Poles      | <input checked="" type="checkbox"/> |
- D. SUBSTATION
- |    |                             |                                     |
|----|-----------------------------|-------------------------------------|
| 1. | Complete Installation       | <input checked="" type="checkbox"/> |
| 2. | Control Wiring and Metering | <input checked="" type="checkbox"/> |
| 3. | Maintenance                 | <input checked="" type="checkbox"/> |
- E. AREA AND STREET LIGHTING
- |    |              |                                     |
|----|--------------|-------------------------------------|
| 1. | Installation | <input checked="" type="checkbox"/> |
| 2. | Maintenance  | <input checked="" type="checkbox"/> |
- F. TREE TRIMMING AND BRUSHING
- |    |                           |  |
|----|---------------------------|--|
| 1. | Involving "Hot" Lines     |  |
| 2. | Not involving "Hot" Lines |  |
- G. RIGHT-OF-WAY CLEARING
- H. ENVIRONMENTAL CLEANUP SERVICES





MEMORANDUM

Date: October 24, 2022

To: Sean Worthington, General Manager

From: John Purvis, Assistant General Manager  
Tom Martin, Water & Waste Water Systems Superintendent

Re: ACCEPTANCE MEMO FOR ADDITIONAL AGREEMENT COST INCREASE  
MURRAYSMITH, INC  
CLALLAM BAY SEKIU WATER MAIN UPGRADES PRE-CONSTRUCTION  
AGREEMENT NUMBER 200328

This contract is for engineering services on Clallam Bay/Seki Water Main Upgrades Pre-Construction, contracted at \$349,452.00. Due to delays and design changes with Washington State Department of Transportation (WSDOT), previous change orders were approved to extend the agreement time and add to the scope of work with additional project costs for a total project cost not-to-exceed \$388,467.00.

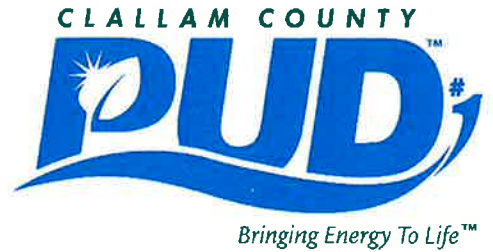
This request is for additional services made and agreed upon by correspondence between both parties in March 2022, after WSDOT held more meetings on changes and provided direction for HDD along Highway 112 adjacent to the high school and between Pioneer and 8<sup>th</sup> Street. The additional services provided additional drawings and updated the OPCC, bid schedule, and the variance request forms. The additional scope of work and time increases the agreement amount over 10% with an additional \$8,753.36, for a total project cost of \$397,220.36.

It is recommended the contracted not-to-exceed amount of \$388,467.00, be increased by an additional \$9,385.20, for a total project cost of \$397,220.36, per this change order.

JP/TM/jk

Accepted by Board of Commissioners at meeting of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Sean Worthington, General Manager



MEMORANDUM

Date: November 14, 2022

To: Sean Worthington, General Manager

From: John Purvis, Assistant General Manager  
 Mike Hill, Engineering Manager  
 Doug Adams, Transmission & Substation System Supervisor *DA*

Re: ACCEPTANCE MEMO OF COMPLETION  
 BID OPENING MAY 3, 2022  
 FORKS SUBSTATION CONSTRUCTION  
BID NUMBER 220805

All work under the above-referenced contract with **Olympic Electric Company, Inc.**, has been completed. The project replaced aging equipment to bring it up to current industry standard, at the Fork Substation, located at 441 West E Street, Forks, WA.

The Contractor started the project May 31, 2022, and completed the work October 16, 2022. The total contract cost is as follows:

ITEM	AMOUNT
Contract Amount	\$509,000.00
Change Order Total	\$54,777.22
Sales Tax at 8.5%	\$18,533.19
Sales Tax at 8.6%	\$29,733.62
<b>TOTAL CONTRACT COST</b>	<b>\$612,044.03</b>

It is recommended this work be accepted as complete.

JP/MH/DA:jk


Accepted by Board of Commissioners at meeting of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Sean Worthington, General Manager





MEMORANDUM

Date: November 14, 2022  
To: Sean Worthington, General Manager  
From: John Purvis, Assistant General Manager   
Terry Lind, Operations Manager  
Re: ACCEPTANCE MEMO OF COMPLETION  
BID OPENING APRIL 20, 2022  
POLE INSPECTION, TREATING, AND REPORTING CLALLAM COUNTY  
BID NUMBER 220803

All work under the above-referenced contract with **PACIFIC POLE INSPECTION, LLC.**, has been completed. It is recommended that this work be accepted as complete.

The project consisted of pole inspection, treating, and reporting of 2,255 electrical transmission and distribution poles within Clallam County with a contract amount not-to-exceed \$137,132, not including sales tax.

The Contractor started the project on July 5, 2022, and completed the work on November 4, 2022. The total contract cost:

JP:TL:jk

Item	Total
Amount Paid	\$136,750.00
WSST (8.8%)	\$8,058.95
WSST (8.9%)	\$3,973.20
<b>Total Contract Cost</b>	<b>\$148,782.15</b>

Accepted by Board of Commissioners at meeting of: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Sean Worthington, General Manager

RESOLUTION NO. 2253-22

A RESOLUTION Adopting the Electric Operating Fund, Water Operating Fund, and Wastewater Operating Fund Budgets as Finally Determined

WHEREAS, the Commission of the Public Utility District No. 1 of Clallam County, Washington, prepared preliminary Electric Operating Fund, Water Operating Fund, and Wastewater Operating Fund Budgets of the contemplated financial transactions for the year 2023; and

WHEREAS, staff has reviewed the financial requirements of the District's electric, water, and wastewater systems and has carefully analyzed the rate revenue requirements; and

WHEREAS Resolution 2251-22, adopted on September 26, 2022, established the rate schedule for 2023 resulting in an electric rate decrease of 1.00% to all kWh/energy charges, effective on April 1; and

WHEREAS Resolution 2187-20, adopted on December 14, 2020, established rate schedules for 2020, 2021, 2022, 2023, and 2024 resulting in a weighted average increase of 4.2% per year for the water systems, and a weighted average increase of 5.9% per year for the wastewater systems, effective on February 1 of each year; and

WHEREAS, the budgets were reviewed for accuracy and modified with current information; now, therefore, be it

RESOLVED, That the Commission of Public Utility District No. 1 of Clallam County, Washington, does hereby adopt for 2023 the Electric Operating Fund Budget, the Water Operating Fund Budget, and the Wastewater Operating Fund Budget, copies attached, as finally determined.

PASSED by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 14th day of November 2022.

\_\_\_\_\_  
President  
ATTEST:

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

Resolution 2253-22

**Electric Summary** (Modified Cash Basis)

	<b>2023</b>
<b>Inflows</b>	<b>Budget</b>
Sales	72,093,050
Other	4,027,628
Interest	227,008
FEMA	386,000
Customer Contributions	1,098,000
Bond Proceeds	-
	<u>77,831,686</u>

<b>Outflows</b>	
Conservation	471,800
Purchased Resources	23,826,376
Labor & Benefits	21,937,617
Oper., Maint. & Admin.	7,544,997
Taxes	4,886,803
Debt	3,533,916
Capital	10,884,939
Fund Transfers	3,210,268
	<u>76,296,716</u>

Net Change in Op. Reserves	1,534,970
Ending Op. Reserves	<u>\$33,824,105</u>

**Water Summary** (Modified Cash Basis)

	<b>2023</b>
<b>Inflows</b>	<b>Budget</b>
Sales	5,116,606
Other	61,767
Interest	9,600
FEMA	711,981
Customer Contributions	206,130
Loan Proceeds	4,500,000
Capital Fund Transfer	2,670,000
	<u>13,276,084</u>

<b>Outflows</b>	
Purchased Resources	285,000
Labor & Benefits	2,353,494
Oper., Maint. & Admin.	1,401,912
Taxes	282,070
Debt	954,734
Capital	7,677,231
	<u>12,954,441</u>

Net Change in Op. Reserves	321,643
Ending Op. Reserves	<u>\$1,439,327</u>

**Sewer Summary** (Modified Cash Basis)

	<b>2023</b>
<b>Inflows</b>	<b>Budget</b>
Sales	79,831
Other	-
Interest	660
Loan Proceeds	-
Capital Fund Transfer	76,000
	<u>156,491</u>

<b>Outflows</b>	
Labor & Benefits	37,327
Oper., Maint. & Admin.	37,923
Taxes	100
Debt	5,984
Capital	75,755
	<u>157,089</u>

Net Change in Op. Reserves	(598)
Ending Op. Reserves	<u>\$91,989</u>

PUD #1 of Clallam County  
**2023 Budget - Final**

---

November 14, 2022



## Presenters:

- Ruth Kuch – Finance Manager/Treasurer

# 2023 Budget Changes:

## Electric

<b>Outflows</b>			
Labor & Benefits	CS Receptionist, Eng. Tech. to GIS Specialist, Insurances/Taxes		175,585
Oper., Maint. & Admin.			127,793
	<i>EDC Dues increase</i>	10,000	
	<i>Safety Awards increase</i>	18,800	
	<i>Remove PURMS Cyber Ext.</i>	(3,000)	
	<i>PURMS Liability/Cyber increase</i>	34,000	
Capital	Transmission: project changes, Vehicles: delays/trailer add		475,990
	<b>TOTAL</b>		<b>779,368</b>

## Water

<b>Inflows</b>			
Interest	Reduction due to interest allocated to Capital Fund		(14,400)
FEMA	Sekiu Emergency Bypass Replacement change		9,889
<b>Outflows</b>			
Labor & Benefits	Insurances/Taxes		5,004
Capital	Sekiu Emergency Bypass Replacement change		(80,379)
	<b>TOTAL</b>		<b>(70,864)</b>

## Wastewater

<b>Inflows</b>			
Interest	Reduction due to interest allocated to Capital Fund		(540)
<b>Outflows</b>			
Labor & Benefits	Insurances/Taxes	120	
	<b>TOTAL</b>		<b>660</b>

# 2023 Budgets & 2022 Projections:



## Electric - Budget Summary (Modified Cash Basis)

	2023	2022	2021
	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
<b>Inflows</b>			
Sales	72,093,050	72,155,169	68,808,440
Other	4,027,628	5,283,507	3,432,123
Interest	227,008	224,744	148,598
FEMA	386,000	499,440	294,900
Customer Contributions	1,098,000	1,768,860	2,065,798
Bond Proceeds	-	8,050,339	852,271
Rural Economic Funds	-	-	67,272
	77,831,686	87,982,059	75,669,402
<b>Outflows</b>			
Conservation	471,800	533,055	455,827
Purchased Resources	23,826,376	29,359,430	28,153,935
Labor & Benefits	21,937,617	20,151,095	20,140,434
Oper., Maint. & Admin.	7,544,997	6,615,247	6,614,292
Taxes	4,886,803	4,820,405	4,552,940
Debt	3,533,916	3,516,489	3,763,050
Capital	10,884,939	6,905,588	7,511,816
Fund Transfers	3,210,268	10,200,191	2,485,761
	76,296,716	82,101,500	73,678,055
<b>Net Change in Operating Fund</b>	<b>1,534,970</b>	<b>5,880,559</b>	<b>1,991,347</b>

## Water - Budget Summary (Modified Cash Basis)

	2023	2022	2021
	Budget	Projected	Actual
<b>Inflows</b>			
Sales	5,116,606	4,950,231	4,931,622
Other	61,767	52,425	47,751
Interest	9,600	7,203	11,219
FEMA	711,981	25,981	-
Customer Contributions	206,130	131,035	110,525
Loan Proceeds	4,500,000	689,488	418,435
Capital Fund Transfer	2,670,000	907,194	-
	13,276,084	6,763,556	5,519,552
<b>Outflows</b>			
Purchased Resources	285,000	257,615	269,371
Labor & Benefits	2,353,494	1,955,220	2,017,699
Oper., Maint. & Admin.	1,401,912	1,099,335	1,162,619
Taxes	282,070	253,095	260,506
Debt	954,734	756,948	677,783
Capital	7,677,231	2,285,628	1,354,859
	12,954,441	6,607,840	5,742,837
<b>Net Change in Operating Fund</b>	321,643	155,717	(223,285)



**Electric Summary** (Modified Cash Basis)

	<b>2023</b>	<b>Budget</b>
<b>Inflows</b>		
Sales	72,093,050	
Other	4,027,628	
Interest	227,008	
FEMA	386,000	
Customer Contributions	1,098,000	
Bond Proceeds	-	
	<u>77,831,686</u>	

<b>Outflows</b>	
Conservation	471,800
Purchased Resources	23,826,376
Labor & Benefits	21,937,617
Oper., Maint. & Admin.	7,544,997
Taxes	4,886,803
Debt	3,533,916
Capital	10,884,939
Fund Transfers	3,210,268
	<u>76,296,716</u>

Net Change in Op. Reserves	1,534,970
Ending Op. Reserves	<u>\$33,824,105</u>

**Water Summary** (Modified Cash Basis)

	<b>2023</b>	<b>Budget</b>
<b>Inflows</b>		
Sales	5,116,606	
Other	61,767	
Interest	9,600	
FEMA	711,981	
Customer Contributions	206,130	
Loan Proceeds	4,500,000	
Capital Fund Transfer	2,670,000	
	<u>13,276,084</u>	

<b>Outflows</b>	
Purchased Resources	285,000
Labor & Benefits	2,353,494
Oper., Maint. & Admin.	1,401,912
Taxes	282,070
Debt	954,734
Capital	7,677,231
	<u>12,954,441</u>

Net Change in Op. Reserves	321,643
Ending Op. Reserves	<u>\$1,439,327</u>

**Sewer Summary** (Modified Cash Basis)

	<b>2023</b>	<b>Budget</b>
<b>Inflows</b>		
Sales	79,831	
Other	-	
Interest	660	
Loan Proceeds	-	
Capital Fund Transfer	76,000	
	<u>156,491</u>	

<b>Outflows</b>	
Labor & Benefits	37,327
Oper., Maint. & Admin.	37,923
Taxes	100
Debt	5,984
Capital	75,755
	<u>157,089</u>

Net Change in Op. Reserves	(598)
Ending Op. Reserves	<u>\$91,989</u>



# Questions & Discussion



# 2023 BUDGET

PUBLIC UTILITY DISTRICT #1 OF CLALLAM COUNTY  
FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023



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# Introductory Section



2023 Budget  
Introductory Section

## Opening Letter

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Dear Board of Commissioners:

We are pleased to present, for your consideration, the preliminary budget of Public Utility District No. 1 of Clallam County for the fiscal year beginning January 1, 2023, and ending December 31, 2023. This budget serves as a financial plan that guides the spending of the District for the upcoming 12 months of operation.

The budget is a collective, District-wide effort reflecting the goals and objectives of each department. Every year, each department manager takes time to evaluate prior year spend and thoughtfully plan for the next year's spend. The final, collaborative result represents the District's fiscal priorities which support the District's strategic objectives: to "Provide Stable Rates", "Be Financially Responsible" and "Ensure Reliable Supply." This aligns the District with both its mission and vision:

*Mission: Our mission is to provide reliable, efficient, safe and low cost utility services  
in a financially and environmentally responsible manner.*

*Vision: Being the best utility for OUR customers.*

The District budgets on a modified cash basis. In other words, the budget is primarily comprised of the expected cash Inflows (sources of cash) and Outflows (uses of cash). The Inflows section contains all expected cash receipts from utility sales and other sources of cash including service work, interest paid, customer contributions, grant awards and financing proceeds. The Outflows section contains all planned cash expenditures related to purchased resources, personnel, operations and maintenance, general administration, taxes, capital projects, debt obligations and transfers to restricted/designated funds

Below is a summary of the **key assumptions** reflected within the budget.

### *Utility Rate Revenues*

Utility rate revenues are intended to meet the financial needs of each utility. Financial needs include purchased resources, operations and maintenance, general administration, taxes, capital project funding, debt obligations as well as meeting the District's fiscal policy metrics.

- Electric's rate revenues reflect a board approved 1% decrease in all kWh/energy usage charges. The basic charge remains unchanged. Residential growth is assumed at 0.75%.
- Water's rate revenues reflect a board approved, weighted average increase of 4.2% to all systems/charges/classes. Residential growth is assumed at 0.69%.
- Wastewater's rate revenues reflect a board approved, weighted average increase of 5.9% to all charges. Growth is assumed at 0.00%.

### *Other Revenues and Receipts*

Other revenues and receipts, including service work, interest, customer contributions, grants, loan and bond proceeds, have been escalated based on historical trends, economic impacts, known storm/disaster activity and applicable legislative ordinances.

2023 Budget  
Introductory Section

Opening Letter, *continued*

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*Personnel Expenses*

The District continually evaluates its functions and level of service and adjusts operations and staffing accordingly. The personnel budget reflects the addition of new positions, restructuring where appropriate, and overlap of positions for succession planning. Department-specific details are outlined in the following *Personnel* section of the budget document. The personnel budget also reflects projected impacts of the negotiated Collective Bargaining Agreement effective May 1, 2023, as well as an expected increase to health insurance premiums.

*Purchased Resources*

*Power* – The District procures 99% of its power supply from Bonneville Power Administration. That power is procured under a Load Following Regional Dialog Power Sales Agreement. The District's current power sales agreement is in place through September 30, 2028. For 2023, budgeted power supply costs were based on the current BP-22 (Bonneville Power 2022) rate case and a current estimate of the pending BP-24 rate case as well as the Revenue Distribution Clause (RDC). For 2023, the RDC is expected to reduce 2023 power costs by approximately \$5.03M. The remaining 1% of the District's power supply is procured from Energy Northwest's Packwood Project. The quantity of power procured for 2023 is based on an average temperature year and forecasted need. Forecasted power needs reflect service growth and a slight decline in energy consumption attributed to an anticipated decline in economic activity.

*Water* – The District procures water from the City of Port Angeles for the Gales Addition, Mt. Angeles, and Monroe portions of the Port Angeles Composite Water System. The Port Angeles Composite Water System also includes Fairview which has its own groundwater and surface water sources. The District's Wholesale Water Contract with the City is effective through August 16, 2036. The rates are tied to the City's Residential Rate Structure and are as follows:

Gales Addition Reservoir: 89% of the cost per 100 cf

Baker Street Intertie: 85% of the cost per 100 cf

*Operating and Maintenance Expenses*

The costs to operate and maintain each system are evaluated each year and adjusted per customer growth, historical trends, and economic impacts. In the *Operations & Maintenance and Other Outflows* section of the budget document, these costs can be evaluated by Division and Department.

*Taxes*

The majority of the District's taxes are comprised of Washington State's Public Utility Tax and Privilege Tax. These taxes are proportional to rate revenues. The taxes in the budget document include pass-through taxes to the City of Sequim, City of Forks, City of Port Angeles and the Quileute Tribe. There is a small portion of city taxes for which the District is responsible.

*Debt Service*

The District uses financing to help fund each utility's capital improvement/equipment replacement program. The financing levels are governed by the District's fiscal policy which include a Debt Service Coverage target of 2.0x and a debt to asset ratio of 40% or less.

*Capital Costs*

The District's objective to "Ensure Reliable Supply" drive the ongoing, long-term capital planning necessary for all three utilities. Projects include new construction, equipment acquisitions, replacements and renewals, required work and recurring, routine capital. Project specific details can be found in the *Capital Outflows & Project Summaries* section of the budget document.

2023 Budget  
Introductory Section

Opening Letter, *continued*

---

*Cash Reserves*

In addition to ensuring each utility generates sufficient revenues to cover financial needs and obligations, the District maintains and funds cash reserves per its fiscal policy objectives in order to mitigate large cost fluctuations, manage utility rate increases, fund projects and maintain a strong credit rating. The Operating Fund is the primary fund of each utility and the focus of this budget document.

Operating Fund – The primary fund of each utility that all operating activity flows through.

CETA Fund – Established in 2020 to address legislative mandates of the Clean Energy Transformation Act (CETA). The funds are intended for a utility-scale distribution battery project that will help mitigate Bonneville Power Administration demand charges improving the District's power factor. An initial transfer of \$5.75M was made to the fund in 2020 and subsequent transfers of \$575,000 are budgeted as well as allocated interest applied. The project is expected to take place in 2025/2026.

Rate Stabilization Fund – Established in 2010 to stabilize utility operations during an unexpected event that negatively impacts cash flows. An initial transfer of \$2M was made to the fund in 2010. The fund balance is evaluated annually to maintain a balance equal to 6% of budgeted rate revenues. The Rate Stabilization Fund will be used only with Commission approval to meet the Debt Service Coverage Target, offset occasional revenue shortfalls or manage utility rate increases in a manner consistent with the District's strategic plan.

NTIA's Middle Mile Grant (MMG) Fund – New to 2023 is the Middle Mile Grant Fund. If awarded the grant, the District is required to set aside 25% of the project budget. This grant will allow the District to expand broadband infrastructure to Beaver and Forks to reach under/unserved areas. The fund will be funded in 2023 with a deposit of \$2.45M.

Debt Service Fund – A cash reserve used to set aside funds to pay principal and interest on outstanding bonds.

Debt Service Reserve Fund – A cash reserve which functions as security for all parity bonds subject to the reserve requirement. The amount is equal to the lesser of a) 125% of average Annual Debt Service of the parity bonds secured by the reserve account or b) maximum Annual Debt Service of the parity bonds secured by the reserve account.

Capital Fund – A fund established and used as a source of capital funding. Water's Capital Fund is funded by Capital Facilities Charges and Private Fire Protection Charges. Wastewater's Capital Fund is funded by Capital Maintenance Charges. Funds are transferred to the Operating Fund as needed to cover the cost of capital work not financed through other means. At a minimum, the necessity of the transfer is assessed on an annual basis.

In summary, the District strives to operate in a fiscally responsible and sustainable manner while also investing in its infrastructure in order to provide both reliable and low cost services. We believe the proposed 2023 budget reflects those goals. We look forward to a successful year of operations with the ongoing support and oversight of the Board of Commissioners and encourage any questions and discussion.

Respectfully,



Sean Worthington  
General Manager



Ruth Kuch  
Finance Manager/Treasurer

2023 Budget  
Introductory Section

**2023 Budget Summary**

Electric (Modified Cash Basis)		Water (Modified Cash Basis)		Wastewater (Modified Cash Basis)	
Inflows	<u>Budget</u>	Inflows	<u>Budget</u>	Inflows	<u>Budget</u>
Sales	72,093,050	Sales	5,116,606	Sales	79,831
Other	4,027,628	Other	61,767	Other	-
Interest	227,008	Interest	9,600	Interest	660
FEMA	386,000	FEMA	711,981	Loan Proceeds	-
Customer Contr.	1,098,000	Customer Contr.	206,130	Capital Fund Trf	76,000
Bond Proceeds	-	Loan Proceeds	4,500,000		156,491
	<u>77,831,686</u>	Capital Fund Trf	<u>2,670,000</u>		
			13,276,084		
<b>Outflows</b>		<b>Outflows</b>		<b>Outflows</b>	
Conservation	471,800	Purch. Resources	285,000	Labor & Benefits	37,327
Purch. Resources	23,826,376	Labor & Benefits	2,353,494	O&M, Admin.	37,923
Labor & Benefits	21,937,617	O&M, Admin.	1,401,912	Taxes	100
O&M, Admin.	7,544,997	Taxes	282,070	Debt	5,984
Taxes	4,886,803	Debt	954,734	Capital	<u>75,755</u>
Debt	3,533,916	Capital	<u>7,677,231</u>		157,089
Capital	10,884,939		12,954,441		
Fund Transfers	<u>3,210,268</u>				
	76,296,716				
Net Change in Operating Fund	1,534,970	Net Change in Operating Fund	321,643	Net Change in Operating Fund	(598)
<b>Fund Balances 12/31</b>					
Operating Fund	\$33,824,105	Operating Fund	\$1,439,327	Operating Fund	\$91,989
<i>Designated or Restricted Funds</i>					
CETA Fund	7,583,464	Debt Service Rsv	3,924	Capital Fund	77,637
Rate Stbln. Fund	4,325,583	Capital Fund	2,315,467		
MMG Rsv Fund	2,468,366				
Debt Service Fund	2,115,547				
Debt Service Rsv	2,016,087				

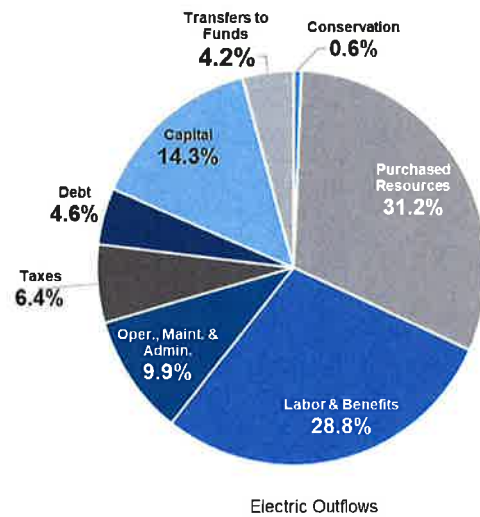
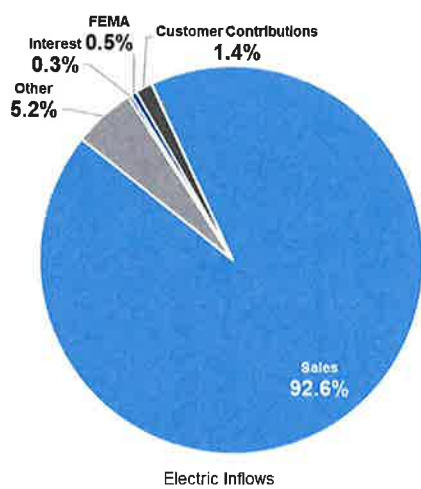
## Division Summary



2023 Budget  
Division Summary

**Electric**

	2023	2022	2021
<b>Inflows</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Sales	72,093,050	72,155,169	68,808,440
Other	4,027,628	5,283,507	3,432,123
Interest	227,008	224,744	148,598
FEMA	386,000	499,440	294,900
Customer Contributions	1,098,000	1,768,860	2,065,798
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Rural Economic Funds	-	-	67,272
	77,831,686	87,982,059	75,669,402
<b>Outflows</b>			
Conservation	471,800	533,055	455,827
Purchased Resources	23,826,376	29,359,430	28,153,935
Labor & Benefits	21,937,617	20,151,095	20,140,434
Oper., Maint. & Admin.	7,544,997	6,615,247	6,614,292
Taxes	4,886,803	4,820,405	4,552,940
Debt	3,533,916	3,516,489	3,763,050
Capital	10,884,939	6,905,588	7,511,816
Fund Transfers	3,210,268	10,200,191	2,485,761
	76,296,716	82,101,500	73,678,055
<i>Net Change in Operating Fund</i>	<i>1,534,970</i>	<i>5,880,559</i>	<i>1,991,347</i>





2023 Budget  
Division Summary

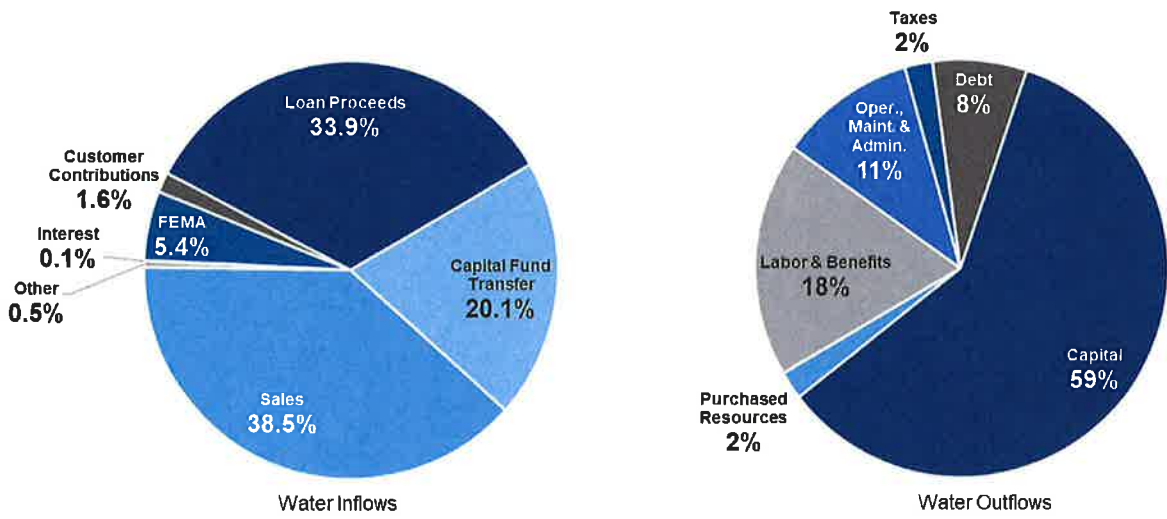
Electric, *continued*

	2023	2022	2021
<i>Net Change to Designated or Restricted Funds</i>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
CETA Fund	629,457	602,621	599,716
Rate Stbln. Fund	180,438	234,384	1,910,761
MMG Reserve Fund	2,468,366	-	-
Debt Service Funds	45,760	(9,772)	36,391
Debt Service Reserve Fund	-	(1,428,585)	-
	3,324,021	(601,352)	2,546,867
<b>Fund Balances 12/31</b>			
Operating Fund	33,824,105	32,289,135	26,408,576
CETA Fund	7,583,464	6,954,007	6,351,386
Rate Stbln. Fund	4,325,583	4,145,145	3,910,761
MMG Reserve Fund	2,468,366	-	-
Debt Service Funds	2,115,547	2,069,788	2,079,560
Debt Service Reserve Fund	2,016,087	2,016,087	3,444,672
<i>Total Designated or Restricted Funds</i>	18,509,047	15,185,027	15,786,379
<b>Total</b>	\$52,333,153	\$47,474,162	\$42,194,955

2023 Budget  
Division Summary

**Water**

	2023	2022	2021
<b>Inflows</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Sales	5,116,606	4,950,231	4,931,622
Other	61,767	52,425	47,751
Interest	9,600	7,203	11,219
FEMA	711,981	25,981	-
Customer Contributions	206,130	131,035	110,525
Loan Proceeds	4,500,000	689,488	418,435
Capital Fund Transfer	2,670,000	907,194	-
	<b>13,276,084</b>	<b>6,763,556</b>	<b>5,519,552</b>
<b>Outflows</b>			
Purchased Resources	285,000	257,615	269,371
Labor & Benefits	2,353,494	1,955,220	2,017,699
Oper., Maint. & Admin.	1,401,912	1,099,335	1,162,619
Taxes	282,070	253,095	260,506
Debt	954,734	756,948	677,783
Capital	7,677,231	2,285,628	1,354,859
	<b>12,954,441</b>	<b>6,607,840</b>	<b>5,742,837</b>
<i>Net Change in Operating Fund</i>	<b>321,643</b>	<b>155,717</b>	<b>(223,285)</b>



2023 Budget  
Division Summary

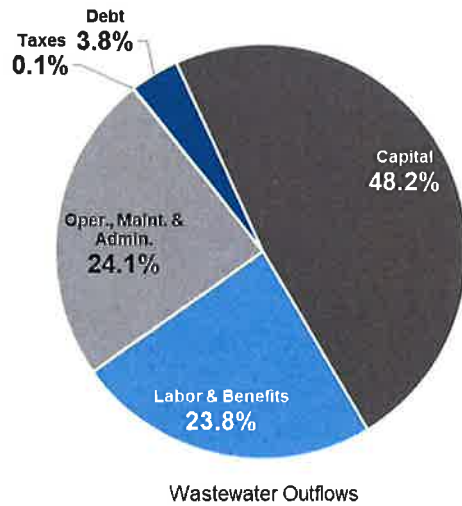
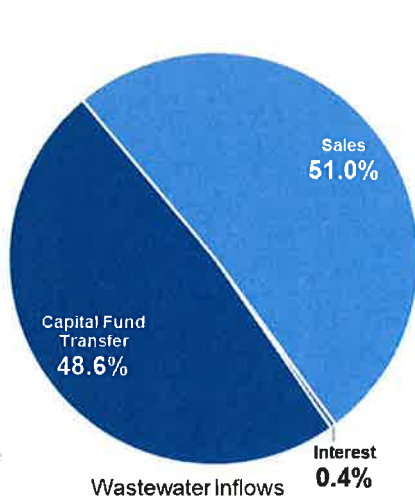
**Water**, *continued*

	2023	2022	2021
Fund Balances 12/31	Budget	Projected	Actual
Operating Fund	1,439,327	1,117,684	961,967
Debt Service Fund	3,924	3,926	3,925
Capital Fund	4,232,467	4,815,472	4,423,911
Capital Facil/Fire Protection Charges	753,000	324,189	391,561
Capital Fund Transfer	(2,670,000)	(907,194)	-
	2,315,467	4,232,467	4,815,472
<b>Total</b>	<b>\$3,758,718</b>	<b>\$5,354,076</b>	<b>\$5,781,364</b>

2023 Budget  
Division Summary

**Wastewater**

	2023	2022	2021
<b>Inflows</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Sales	79,831	78,931	73,808
Other	-	147	404
Interest	660	752	268
Customer Contributions	-	795	1,095
Loan Proceeds	-	-	-
Capital Fund Transfer	76,000	-	-
	156,491	80,625	75,575
<b>Outflows</b>			
Labor & Benefits	37,327	29,396	32,450
Oper., Maint. & Admin.	37,923	22,084	25,847
Taxes	100	434	342
Debt	5,984	6,049	6,113
Capital	75,755	108	185
	157,089	58,071	64,937
<i>Net Change in Operating Fund</i>	(598)	22,555	10,638



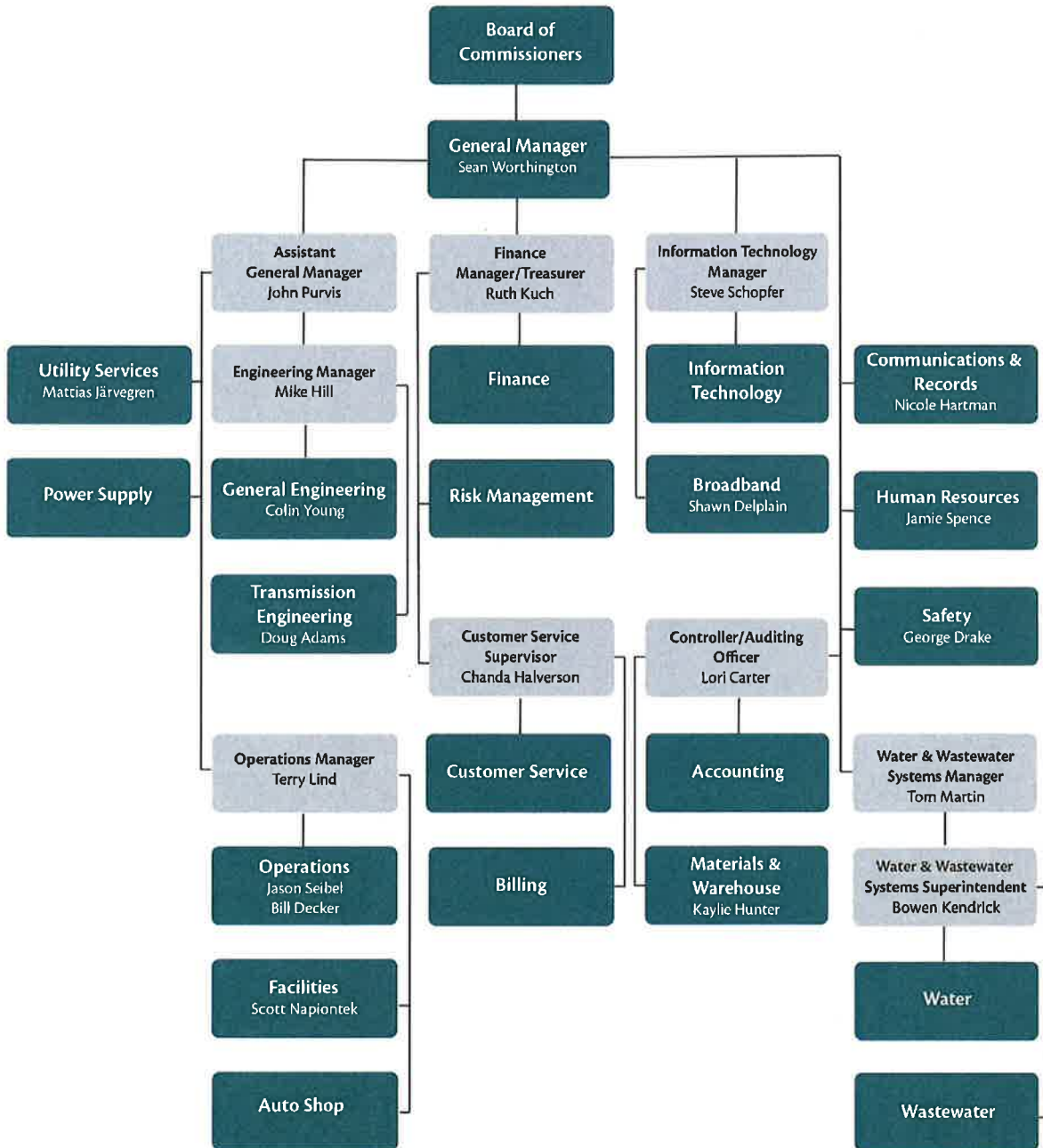
<b>Fund Balances 12/31</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Operating Fund	91,989	92,587	70,033
Capital Fund	147,391	141,401	136,385
Capital Maintenance Funds	6,246	5,990	5,016
Capital Fund Transfer	(76,000)	-	-
	77,637	147,391	141,401
<b>Total</b>	\$169,626	\$239,978	\$211,434

# Personnel



## District Organization Chart

A simplified illustration of the District's Organization chart is shown below. The boxes highlighted in green signify the budgeted departments, with employee names and titles of the individuals with budgetary authority shown throughout the chart.



2023 Budget  
Personnel

## Personnel by Department

This section presents position counts by department (including the Water Division). It is followed by a comparison of budgeted personnel costs.

Budget Year 2023		Budget Year 2022	
<b>Accounting</b>		<b>Accounting</b>	
	<b>5</b>		<b>6</b>
Accountant	1	Accounting Specialist (Accounts Payable)	1
Accounting Specialist I	1	Accounting Specialist (Budget)	1
Accounting Specialist II	1	Accounting Specialist (Payroll)	1
Controller Auditing Officer	1	Compliance Analyst	1
Senior Accountant	1	Controller/Auditing Officer	1
		Senior Accountant	1
<b>Auto Shop</b>		<b>Auto Shop</b>	
	<b>7</b>		<b>7</b>
Auto Shop Assistant	1	Auto Shop Assistant	1
Auto Shop Foreman	1	Auto Shop Foreman	1
Mechanic Class I	1	Auto Shop Helper	1
Mechanic Class II	1	Mechanic Class III	4
Mechanic Class III	2		
Mechanic Trainee	1		
<b>Billing</b>		<b>Billing</b>	
	<b>3</b>		<b>3</b>
CIS Applications Specialist	1	CIS Applications Specialist	1
Computer Operations Specialist	2	Computer Operations Specialist	2
<b>Board of Commissioners</b>		<b>Board of Commissioners</b>	
	<b>3</b>		<b>3</b>
Commissioner	3	Commissioner	3
<b>Broadband</b>		<b>Broadband</b>	
	<b>2</b>		<b>2</b>
Broadband Supervisor	1	Broadband Network Administration	1
Network Technician	1	Broadband Supervisor	1
<b>Communications &amp; Records</b>		<b>Communications &amp; Records</b>	
	<b>5</b>		<b>4</b>
Communications & Government Relations Manager	1	Records Specialist	1
Records Coordinator	1	Records Supervisor	1
Records Specialist	2	Records Technician	2
Records Technician	1		

2023 Budget  
Personnel

**Personnel by Department, *continued***

Budget Year 2023		Budget Year 2022	
<b>Customer Service</b>		<b>Customer Service</b>	
	<b>18</b>		<b>16</b>
Credit/Collections Specialist	1	Credit/Collections Specialist	1
Customer Service Coordinator	1	Customer Service Coordinator	1
Customer Service Receptionist	1	Customer Service Representative	10
Customer Service Representative	10	Customer Service Supervisor	1
Customer Service Supervisor	1	Lead Customer Service Representative	3
Customer Service Support Specialist	1		
Lead Customer Service Representative	3		
<b>Facilities</b>		<b>Facilities</b>	
	<b>9</b>		
Facilities Assistant	1		
Facilities Custodian	2		
Facilities Maintenance Supervisor	1		
Flagger/Facilities Helper	4		
Maintenance Foreman	1		
<b>Finance</b>		<b>Finance</b>	
	<b>3</b>		<b>3</b>
Finance Coordinator	1	Finance Coordinator	1
Finance Manager/Treasurer	1	Finance Manager/Treasurer	1
Financial Analyst II	1	Financial Analyst II	1
<b>General Engineering</b>		<b>General Engineering</b>	
	<b>11</b>		<b>11</b>
Contracts Coordinator	1	Contracts Coordinator	1
Distribution Systems Supervisor	1	Distribution Systems Supervisor	1
Engineer I	1	Engineer I	1
Engineering Manager	1	Engineering Intern	1
Engineering Tech I	1	Engineering Manager	1
Engineering Tech II	2	Engineering Tech I	2
GIS Specialist	1	Engineering Tech II	2
Power Systems Project Coordinator	1	Power Systems Project Coordinator	2
Senior Power Systems Project Coordinator	1		
Student Intern	1		
<b>General Manager</b>		<b>General Manager</b>	
	<b>3</b>		<b>4</b>
Assistant General Manager	1	Assistant General Manager	1
Executive Assistant	1	Communications & Government Relations Manager	1
General Manager	1	Executive Assistant	1
		General Manager	1



2023 Budget  
Personnel

Personnel by Department, *continued*

Budget Year 2023		Budget Year 2022	
<b>Human Resources</b>	<b>5</b>	<b>Human Resources</b>	<b>3</b>
Benefits Analyst	1	Benefits Analyst	1
HR & Safety Administrative Coordinator	1	HR & Safety Administrative Coordinator	1
HR Admin Assistant	1	Human Resources Manager	1
Human Resources Manager	1		
Payroll Coordinator	1		
<b>Information Technology</b>	<b>5</b>	<b>Information Technology</b>	<b>5</b>
Business Analyst	1	GIS/SCADA Administrator	1
Desktop Technician	1	Information Technology Manager	1
GIS/SCADA Administrator	1	Systems Administrator	3
Information Technology Manager	1		
Systems Administrator	1		
<b>Materials &amp; Warehousing</b>	<b>6</b>	<b>Materials &amp; Warehousing</b>	<b>6</b>
Inventory Control Specialist	1	Materials Assistant	1
Materials Specialist	1	Materials Specialist	1
Procurement & Facilities Supervisor	1	Procurement & Facilities Supervisor	1
Storeskeeper	2	Storeskeeper	2
Warehouse Foreman	1	Warehouse Foreman	1



2023 Budget  
Personnel

**Personnel by Department, *continued***

Budget Year 2023		Budget Year 2022	
<b>Operations</b>	<b>57</b>	<b>Operations</b>	<b>64</b>
Apprentice Helper	1	Apprentice Lineman	4
Apprentice Lineman	2	Apprentice Tree Trimmer	1
Apprentice Meter Technician	1	Facilities Assistant	1
Apprentice Tree Trimmer	1	Flagger/Facilities Helper	4
Directional Bore Operator	1	Line Foreman	5
Line Foreman	5	Lineman	13
Lineman	15	Maintenance Foreman	1
Meter Foreman	1	Meter Foreman	1
Meter Helper	2	Meter Helper	4
Meter Rader Class III	1	Meter Reader Class I	1
Meter Reader Class I	1	Meter Reader Class II	1
Meter Reader Class II	1	Meter Reader Class III	1
Meter Technician	1	Meter Technician	1
Operations Administrative Coordinator	1	Operations Administrative Coordinator	1
Operations Assistant	2	Operations Assistant	1
Operations Manager	1	Operations Equipment Operator	1
Operations Superintendent	2	Operations Superintendent	3
Pool Flagger	5	Pool Flagger	6
Right of Way Maintenance Operator	2	Right of Way Maintenance Operator	2
Serviceman Representative	4	Serviceman Representative	4
Student Brush Cutter	2	Student Brush Cutter	3
Tree trimmer	2	Tree Trimmer	2
Tree Trimming Brushing Assistant	1	Tree Trimmer Foreman	2
Tree Trimming Foreman	2	Tree Trimming Brushing Assistant	1
<b>Power Supply</b>	<b>1</b>	<b>Power Supply</b>	<b>1</b>
Power Analyst II	1	Power Analyst II	1
<b>Safety</b>	<b>1</b>	<b>Safety</b>	<b>2</b>
Safety Manager	1	Safety Manager	2

2023 Budget  
Personnel

**Personnel by Department, *continued***

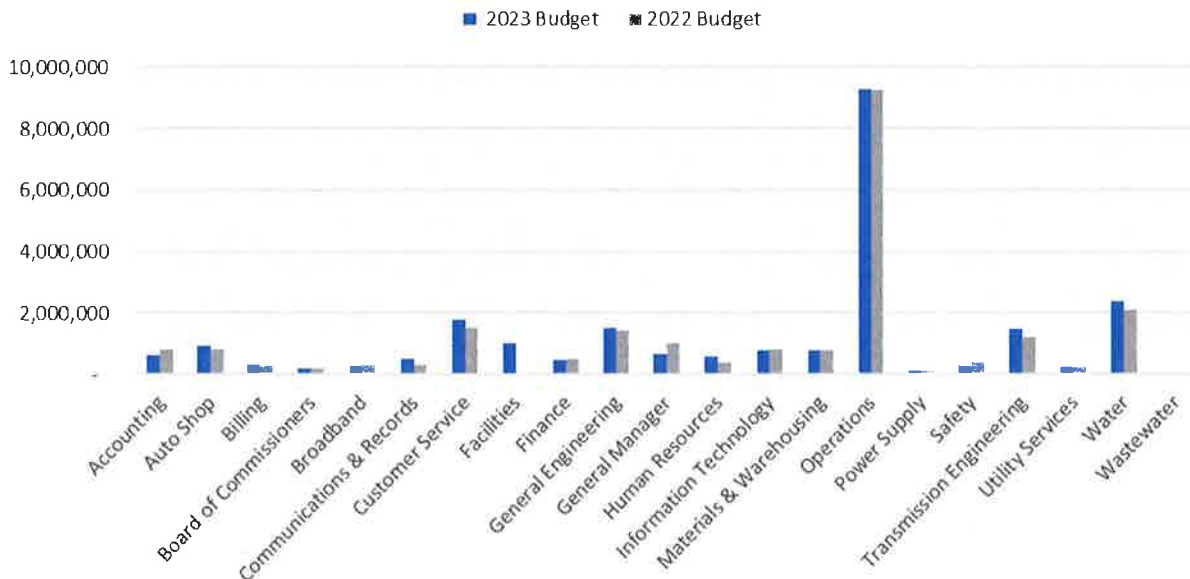
Budget Year 2023		Budget Year 2022	
<b>Transmission Engineering</b>		<b>Transmission Engineering</b>	
	<b>8</b>		<b>7</b>
Electric Equipment & Environmental Specialist	1	Electric Equipment & Environmental Specialist	1
Electrician	1	Engineer III	1
Engineer III	1	Relay Technician	1
Relay Technician	1	Senior Utility Systems Land Agent	1
Substation Foreman	1	Substation Foreman	1
Substation Technician	1	Substation Technician	1
Transmission & Substations Sys Supervisor	1	Transmission & Substations Sys Supervisor	1
Utility Systems Land Agent I/II	1		
<b>Utility Services</b>		<b>Utility Services</b>	
	<b>2</b>		<b>2</b>
Utility Services Advisor I	1	Utility Services Advisor I	1
Utility Services Supervisor	1	Utility Services Supervisor	1
<b>Water</b>		<b>Water</b>	
	<b>16</b>		<b>13</b>
Water Sr. Civil Engineer	1	Accountant	1
Sr Water & Wastewater Tech	5	Assistant WWW Systems Superintendent	1
Sr WWW Tech-Wtr Quality Lead	1	Sr Water & Wastewater Tech	5
Student Intern	1	Sr WWW Tech-Wtr Quality Lead	1
Water & Wastewater Foreman	2	Student Intern	1
Water & Wastewater Tech	1	Water & Wastewater Foreman	1
Water Helper/Meter Reader	1	Water & Wastewater Tech	1
Wtr Wastewater Administrative Assistant	1	Wtr Wastewater Sys Coordinator	1
Wtr Wastewater Supervisor	1	WWW Systems Manager	1
WWW Systems Manager	2		
<b>Grand Total</b>	<b>170</b>	<b>Grand Total</b>	<b>162</b>

2023 Budget  
Personnel

Personnel by Department, *continued*

This section presents a year over year comparison of budgeted personnel costs by Department (including the Water & Wastewater Divisions).

	2023 Budget	2022 Budget	Change	% Change
Accounting	631,284	828,770	(197,486)	-24%
Auto Shop	940,788	833,397	107,391	13%
Billing	315,600	293,665	21,935	7%
Board of Commissioners	214,764	211,835	2,929	1%
Broadband	288,096	314,810	(26,714)	-8%
Communications & Records	505,836	334,064	171,772	51%
Customer Service	1,785,768	1,514,113	271,655	18%
Facilities	1,010,148	0	1,010,148	
Finance	462,777	521,636	(58,859)	-11%
General Engineering	1,536,312	1,440,558	95,754	7%
General Manager	684,492	1,021,994	(337,502)	-33%
Human Resources	572,892	388,406	184,486	47%
Information Technology	787,116	828,435	(41,319)	-5%
Materials & Warehousing	786,348	797,713	(11,365)	-1%
Operations	9,276,360	9,239,362	36,998	0%
Power Supply	137,520	137,072	448	0%
Safety	301,308	401,792	(100,484)	-25%
Transmission Engineering	1,467,444	1,211,821	255,623	21%
Utility Services	232,764	259,472	(26,708)	-10%
Water	2,353,494	2,078,019	275,475	13%
Wastewater	37,327	38,400	(1,073)	-3%
<b>Grand Total</b>	<b>24,328,438</b>	<b>22,695,333</b>	<b>1,633,105</b>	<b>7%</b>



## Budget Year Organizational Changes

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The significant changes in organization structure or reporting, including important budget assumptions, are summarized below.

### Overall Assumptions

- The budget will be impacted by negotiated salary increases in the new Collective Bargaining Agreement effective May 1, 2023.
- Healthcare Insurance Premiums are expected to increase significantly in 2023.

### Department Changes

- **Accounting** - "Water" Accountant moved from Water to Accounting, Payroll Accounting Specialist moved to Human Resources, Compliance Analyst not backfilled.
- **Customer Service** - Added new position(s): Customer Service Support Specialist & Customer Service Receptionist.
- **Records** - Renamed "Communications & Records Department" to reflect merging of two departments. Other restructuring occurred as well.
- **Facilities** - Created due to bringing functions in-house. Department consists of restructured positions from Operations as well as the addition of in-house custodians.
- **General Manager** – Reduced budget due to lower total salaries and moving Communications & Government Relations Manager to Communications & Records.
- **Human Resources** – Added Payroll Coordinator (previously in Accounting as Accounting Specialist) and HR Administrative Assistant.
- **Operations** – Moved several positions to Facilities, added apprentice positions, Operations Assistant and reduced Meter Helpers, Flaggers, and a Student Brush Cutter.
- **Safety** – Overlap of Safety Manager position in 2022 for succession.
- **Transmission Engineering** - Added new position: in-house Electrician.
- **Water** - Overlap of WWW Systems Manager (succession), eliminated Superintendent, added Water Sr. Civil Engineer, promoted Coordinator to Supervisor, added administrative assistant, added Water Helper/Meter Reader position, overlap of Foreman position (succession), "Water" Accountant moved to Accounting.
- **Wastewater** – Reduced budget due to lower labor allocation based on forecasted work and actual hours worked in 2022.

## **Operations & Maintenance Expenses & Other Outflows**



2023 Budget

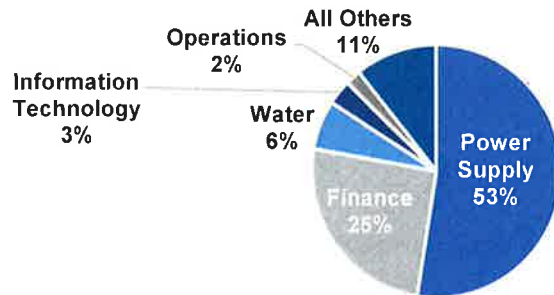
Operations & Maintenance Expenses & Other Outflows

**By Department**

This section focuses on operations and maintenance outflows, *other than personnel*, for the budget year. The information is presented by Division, Department (including Water & Wastewater), function and Activity Code.

The Budget Manager(s) are listed for each Department or Division.

	<b>Budget</b>
Accounting	113,221
Auto Shop	724,322
Billing	248,617
Board of Commissioners	305,547
Broadband	152,181
Communications & Records	280,500
Customer Service	99,129
Facilities	512,212
Finance	11,700,049
General Engineering	81,886
General Manager	428,700
Human Resources	170,306
Information Technology	1,487,946
Materials & Warehousing	290,020
Operations	923,510
Power Supply	24,386,427
Risk Management	731,500
Safety	94,760
Transmission Engineering	220,831
Utility Services	522,496
Water	2,923,716
Wastewater	44,007
<b>Grand Total</b>	<b>46,441,883</b>



2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Electric Division by Function & Activity Code**

	<b>Budget</b>
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>	<b>523,657</b>
6255 - Per Diem	60,860
6260 - Travel Expense	108,735
6261 - Mileage - Taxable	18,625
6262 - Mileage - Non Taxable	42,777
6265 - Training Expense	218,833
6266 - Tuition Expense	7,700
6280 - Employee Awards	31,600
6432 - Interview Costs	10,000
6433 - Misc Hiring Expense	10,250
6491 - Individual Dues	14,277
<b>Taxes, Insurance, &amp; Debt Service</b>	<b>9,152,294</b>
1340 - Debt Service	3,533,916
6212 - Disability and Life	90,000
6420 - Property Insurance	181,000
6421 - Liability Insurance	537,500
6423 - Fidelity Insurance	1,500
6424 - General Insurance	11,575
6853 - Public Utility Tax	2,324,724
6857 - Privilege Tax	1,284,379
6862 - Wholesaling Tax	1,200
6863 - Service Tax	55,000
6864 - Retailing Tax	10,000
6871 - City of Sequim Tax	782,000
6872 - City of Port Angeles Tax	2,000
6873 - Quileute Tribal Council Tax	30,000
6874 - City of Forks Tax	261,000
6882 - Unemployment	25,000
6883 - Federal Excise Tax	1,500
6884 - Leasehold Tax	20,000



2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Electric Division by Function & Activity Code, *continued***

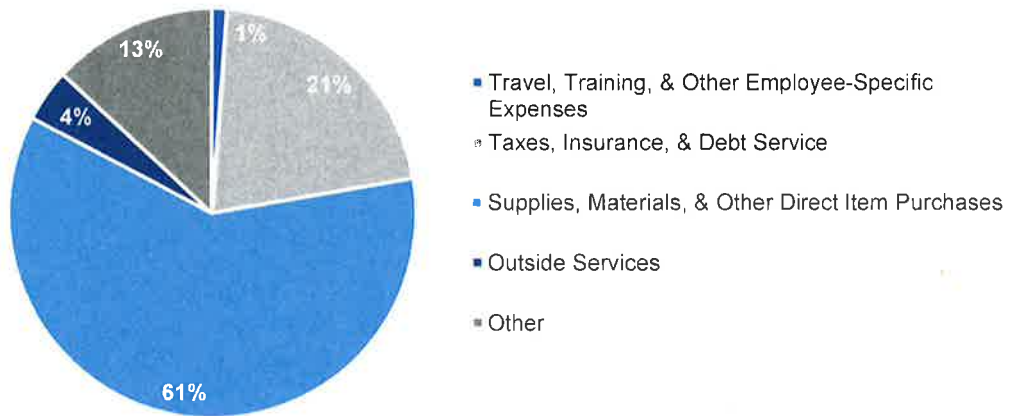
	<b>Budget</b>
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>	<b>26,264,772</b>
6300 - Small & Attractive Assets (Tagged)	58,640
6310 - Stock	3,205,500
6311 - Inventory Issued to Capital	(3,053,900)
6315 - Other Material & Supplies	367,616
6316 - Other Tools & Equipment (Non-Tagged)	183,334
6318 - Utility Infrastructure Parts	11,700
6320 - Office Supplies	64,956
6321 - Forms	8,520
6322 - Subscriptions & Online Databases	184,580
6323 - Office Furniture	7,800
6330 - Janitorial Supplies	18,000
6340 - Communications Equipment	11,000
6350 - Computer & Tech Supplies	104,100
6352 - Software	553,400
6353 - SBITA IT Subscriptions	18,500
6365 - Fleet Equipment Parts	228,800
6371 - Fuel	324,000
6374 - Hydraulic Supplies	4,200
6410 - Safety Expense	137,650
6730 - Purchased Power/Water	23,826,376
<b>Outside Services</b>	<b>1,801,111</b>
6415 - Auditing	66,000
6418 - Legal	280,000
6419 - Consulting	271,392
6440 - Equipment Rental	6,000
6442 - Contractual Services	820,472
6446 - Answering Service	59,635
6470 - Janitorial Service	30,000
6471 - Delivery Service	1,600
6481 - Maintenance Contracts	192,912
6497 - Equipment Repair Services	73,100

2023 Budget

Operations & Maintenance Expenses & Other Outflows

Electric Division by Function & Activity Code, *continued*

	<b>Budget</b>
<b>Other</b>	<b>5,732,326</b>
1000 - Fund Transfers	3,210,268
1429 - Credit Balance Refunds	150,000
2327 - BPA/WX Loan Payments	10,000
2520 - Customer Advance Refunds	48,000
2521 - Rate Payer Assistance Payments	435,051
6361 - Postage	166,025
6443 - Telephone & Internet	364,058
6444 - Water Utility	20,220
6448 - Miscellaneous Utilities	152,040
6450 - Permits	32,300
6451 - Easements	24,600
6452 - Miscellaneous Expense	184,582
6480 - Leases	127,607
6489 - Advertising	216,440
6490 - Association Dues	290,147
6500 - PUD Rebates	471,800
6703 - Minor Claims	20,000
6721 - Expenses Transferred	(477,384)
8056 - Bank Fees	286,572
<b>Grand Total</b>	<b>43,474,160</b>



2023 Budget  
Operations & Maintenance Expenses & Other Outflows

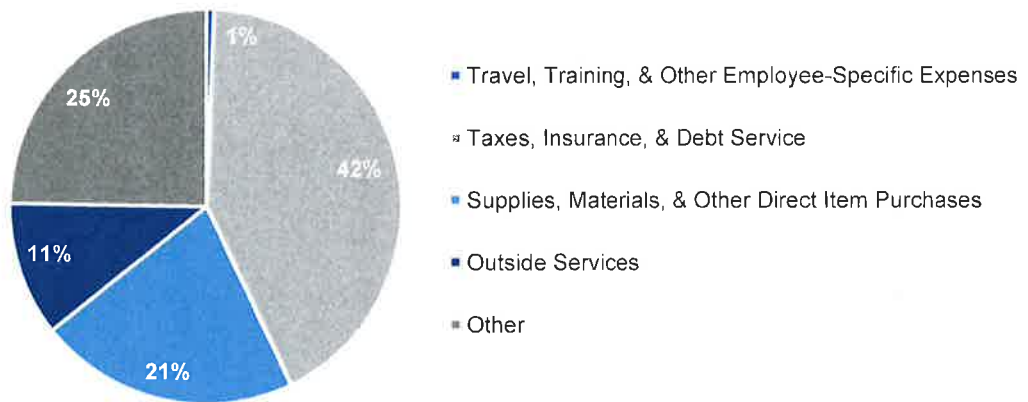
**Water Division by Function & Activity Code**

	<b>Budget</b>
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>	<b>17,200</b>
6255 - Per Diem	1,024
6261 - Mileage - Taxable	440
6262 - Mileage - Non Taxable	1,280
6265 - Training Expense	13,456
6270 - Crew Meals	1,000
<b>Taxes, Insurance, &amp; Debt Service</b>	<b>1,236,804</b>
1340 - Debt Service	954,734
6212 - Disability and Life	10,200
6853 - Public Utility Tax	246,500
6863 - Service Tax	12,000
6871 - City of Sequim Tax	13,000
6884 - Leasehold Tax	370
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>	<b>623,867</b>
6300 - Small & Attractive Assets (Tagged)	16,344
6310 - Stock	108,857
6311 - Inventory Issued to Capital	(53,617)
6315 - Other Material & Supplies	62,599
6316 - Other Tools & Equipment (Non-Tagged)	16,344
6318 - Utility Infrastructure Parts	16,344
6319 - Chemical Products	57,928
6320 - Office Supplies	1,200
6322 - Subscriptions & Online Databases	8,820
6323 - Office Furniture	1,000
6350 - Computer & Tech Supplies	2,748
6352 - Software	12,100
6365 - Fleet Equipment Parts	13,500
6371 - Fuel	54,000
6374 - Hydraulic Supplies	700
6410 - Safety Expense	20,000
6730 - Purchased Power/Water	285,000

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Water Division by Function & Activity Code, *continued***

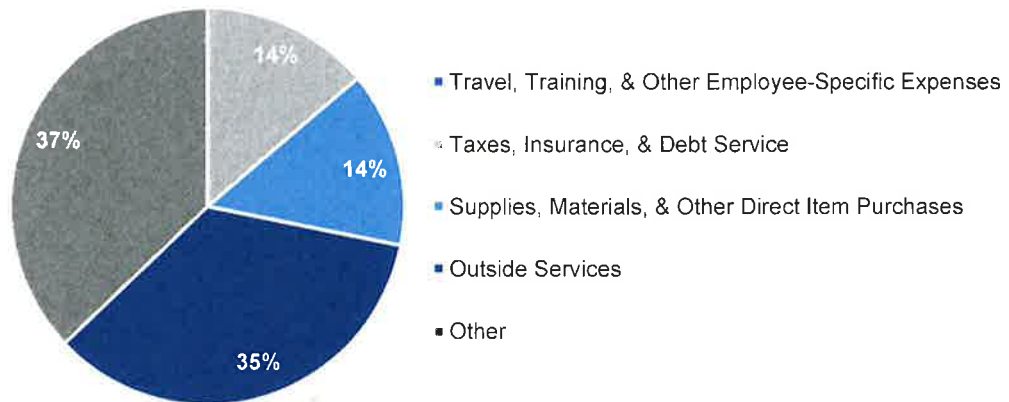
	<b>Budget</b>
<b>Outside Services</b>	<b>322,850</b>
6418 - Legal	52,000
6419 - Consulting	7,000
6440 - Equipment Rental	1,050
6442 - Contractual Services	167,800
6481 - Maintenance Contracts	90,000
6497 - Equipment Repair Services	5,000
<b>Other</b>	<b>722,995</b>
6361 - Postage	3,504
6443 - Telephone & Internet	13,800
6445 - Electricity Utility	179,375
6450 - Permits	12,440
6452 - Miscellaneous Expense	8,000
6480 - Leases	23,880
6490 - Association Dues	2,460
6703 - Minor Claims	2,000
6720 - Equipment Cost	5,000
6721 - Expenses Transferred	472,536
<b>Grand Total</b>	<b>2,923,716</b>



2023 Budget  
Operations & Maintenance Expenses & Other Outflows

### Wastewater Division by Function & Activity Code

	<b>Budget</b>
<b>Taxes, Insurance, &amp; Debt Service</b>	<b>6,084</b>
1340 - Debt Service	5,984
6863 - Service Tax	100
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>	<b>6,302</b>
6315 - Other Material & Supplies	1,500
6316 - Other Tools & Equipment (Non-Tagged)	1,000
6318 - Utility Infrastructure Parts	2,500
6352 - Software	1,302
<b>Outside Services</b>	<b>15,300</b>
6442 - Contractual Services	15,300
<b>Other</b>	<b>16,321</b>
1000 - Fund Transfers	3,060
6443 - Telephone & Internet	324
6444 - Water Utility	374
6445 - Electricity Utility	3,615
6450 - Permits	3,000
6451 - Easements	200
6452 - Miscellaneous Expense	600
6720 - Equipment Cost	300
6721 - Expenses Transferred	4,848
<b>Grand Total</b>	<b>44,007</b>



2023 Budget

Operations & Maintenance Expenses & Other Outflows

Accounting Department Detail

Lori Carter, Controller/Auditing Officer

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>32,741</b>
Travel Expense	6260	11,565
Mileage - Non Taxable	6262	5,957
NWPPA/NISC/GFOA	6265	3,625
Per Diem	6255	2,968
APPA Education Institute	6265	2,500
Mileage - Taxable	6261	1,986
NWPPA CFO/Accounting Webinar Series ("2")	6265	1,800
GFOA/WFOA Dues ("2")	6491	1,140
NISC MIC ("1")	6265	1,000
WPUDA Finance Officer's Meeting ("4")	6265	200
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>6,500</b>
General Office Supplies	6320	5,200
NISC custom reports	6352	1,000
Tax forms	6321	300
<b>Outside Services</b>		<b>73,500</b>
State Auditors' Office Audit Services	6415	66,000
Moss Adams Consulting	6419	7,500
<b>Other</b>		<b>480</b>
GFOA Cert Submission	6452	480
<b>Grand Total</b>		<b>113,221</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

## Auto Shop Department Detail

Terry Lind, Operations Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>13,896</b>
Per Diem	6255	4,800
Auto Shop Education Classes	6265	3,996
Travel Expense	6260	2,400
Fleet Managers Meetings	6265	1,200
Mileage - Non Taxable	6262	1,200
Mileage - Taxable	6261	300
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>657,554</b>
Fuel, Gas, Diesel, DEF, Motor Oil	6371	324,000
Purchased Items (Filters, belts, brakes, starters, engine cmpts, batteries, exhaust)	6365	213,000
Inventory Purchased	6310	54,000
Welding, Bolts & Nuts, Tire Chains, Wire, Metal, Adhesives, Jumper Cable	6315	26,400
Miscellaneous Tools	6316	10,200
Hand Tools for Shop Trucks and Shop	6316	8,004
New Diagnostic Scanner(s)	6300	7,000
Snap On Diagnostic Scanners ("2")	6316	5,600
Hydraulic Hose, Fittings & Connectors. Pumps, Hydraulic Oil	6374	4,200
Oil Barrel Pumps ("3")	6316	3,300
Roll Around Pressurized Used Oil Drain ("2")	6316	2,400
Roll Around adjustable Work Benches ("3")	6316	1,050
Auxiliary Fuel Tank #321-22	6365	800
Project Material - Transportation	6311	(2,400)
<b>Outside Services</b>		<b>87,624</b>
Verizon GPS/Diagnostic	6442	35,004
Vehicle Maintenance & Repair Services	6497	28,200
Truck Boom Testing	6442	18,000
Safety Inspection, Motor Oil Disposal, SME Solutions tests	6442	4,820
Aramark Coveralls	6442	1,600
<b>Other</b>		<b>(34,752)</b>
Deliver Vehicles & Equipment & Education	6452	1,200
Allocation of Shared Services (from Water)	6721	(35,952)
<b>Grand Total</b>		<b>724,322</b>

2023 Budget

Operations & Maintenance Expenses & Other Outflows

**Billing Department Detail**

Ruth Kuch, Finance Manager/Treasurer  
Chanda Halverson, Customer Service Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>6,982</b>
AMI / Landis+Gyr Training	6265	3,750
Travel Expense	6260	2,500
Per Diem	6255	384
Mileage - Non Taxable	6262	204
Mileage - Taxable	6261	144
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>21,220</b>
Copy Paper / NISC Envelopes	6320	14,400
NISC Forms	6321	5,820
Furniture	6323	1,000
<b>Outside Services</b>		<b>51,650</b>
NISC Data Processing & Contract Services	6442	48,000
NISC Support (Custom reports & Business Plan Consultations)	6419	3,000
Pitney Bowes Inserter/Folder Service Contract	6481	650
<b>Other</b>		<b>168,765</b>
NISC Utility Bill Postage	6361	126,000
Reserve Account Pitney Bowes - Main Office Postage	6361	37,500
Pitney Bowes Postage Machine Lease	6480	2,940
Branch Office postage	6361	1,800
United States Postal Service - PO Box rentals (Carlsborg & Forks)	6361	525
<b>Grand Total</b>		<b>248,617</b>



2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Board of Commissioners Department Detail**

Sean Worthington, General Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>33,600</b>
Travel and Training	6265	9,000
Travel Expense	6260	9,000
Per Diem	6255	9,000
Mileage - Non Taxable	6262	4,800
Mileage - Taxable	6261	1,800
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>14,200</b>
Boardroom Microphone	6350	12,000
Misc. Supplies	6315	1,200
Office Supplies	6320	1,000
<b>Other</b>		<b>257,747</b>
WPUDA Dues (Washington Public Utility Districts Association)	6490	110,200
NW River Partners Dues	6490	39,800
NWPPA Dues (Northwest Public Power Association)	6490	30,000
APPA Dues (American Public Power Association)	6490	29,600
Clallam County EDC Due (Economic Development Council)	6490	25,000
General Election Costs	6452	17,600
Energy Northwest DEED	6490	3,100
North Olympic Peninsula RC&D Dues	6490	800
Sequim Chamber of Commerce Dues	6490	595
North Peninsula Building Association Dues	6490	475
Port Angeles Chamber of Commerce Dues	6490	372
Forks Chamber of Commerce Dues	6490	100
Port Angeles Business Association Dues	6490	55
Clallam County Utilities Coordinating Council Dues	6490	50
<b>Grand Total</b>		<b>305,547</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Broadband Department Detail**

Steve Schopfer, Information Technology Manager  
Shawn Delplain, Broadband Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>9,375</b>
Palo Alto Training	6265	4,930
NoaNet Meetings	6265	2,750
Travel Expense	6260	750
Mileage - Non Taxable	6262	500
Per Diem	6255	320
Mileage - Taxable	6261	125
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>38,700</b>
Misc. Fiber Material (pigtailed, ends, enclosures, media cvtrs)	6315	24,000
Larger Component Misc. Battery Replacements (Huts, nodes, cpe's, and whse's.)	6318	11,700
Operations Tools	6316	3,000
<b>Outside Services</b>		<b>51,792</b>
NoaNet Monitoring/Access	6419	44,292
Air Flo HVAC Maintenance (Fiber Huts & Network Nodes)	6442	7,500
<b>Other</b>		<b>52,314</b>
NoaNet Ethernet Transport	6443	13,200
Wave Broadband Ethernet (Ediz Hook)	6443	12,828
Wave Broadband Dark Fiber Lease (223 E 4th St)	6443	8,316
WA DNR Tower Lease (Ellis Mtn. Lookout, Link to Forks and Old Mill Substation)	6480	6,000
KGI Wireless Tower Lease (Mt Pleasant VZW)	6480	4,800
Lower Elwha S'Klallam Tribe Tower Lease (Link to Forks)	6480	4,500
Olypen Internet Access for CSR Kiosk (Makah Police Station)	6443	2,070
Lower Elwha S'Klallam Tribe Internet Access for CSR Kiosk (Lower Elwha Food & Fuel)	6443	600
<b>Grand Total</b>		<b>152,181</b>

2023 Budget

Operations & Maintenance Expenses & Other Outflows

**Communications & Records Department Detail**

Nicole Hartman, Communications & Government Relations Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>23,000</b>
Lodging, Airfare, Transportation	6260	6,000
Training Registrations	6265	5,000
ALARM, ARMA, AIIM, WAPRO Dues	6491	4,000
Per Diem	6255	3,500
Mileage - Non Taxable	6262	3,000
Mileage - Taxable	6261	1,500
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>3,200</b>
Storage Boxes	6315	1,500
Furniture, Lights, Chairs	6323	800
Consumables (Fax paper, stamps, supplies)	6320	500
Annual Subscriptions (Sequim Gazette, PDN, Forks Forum)	6322	400
<b>Outside Services</b>		<b>47,000</b>
FreeDoc (Plus other consulting work)	6419	35,000
Fujitus Warranty	6481	6,000
Cannon Scanner Maintenance	6481	3,000
Kodak Retrieval Warranty	6481	3,000
<b>Other</b>		<b>207,300</b>
Events, Promotional Items	6489	79,000
Radio, Print Ads, Banners, Special Publications, Yellow Pages, Lobby	6489	65,000
HotLine Newsletter	6489	48,400
Forms (Customer-facing rack cards, business cards, letterhead, envelopes)	6489	12,000
Shredding Services	6448	2,400
Records Roundup/Employee Incentives	6452	500
<b>Grand Total</b>		<b>280,500</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Customer Service Department Detail**

Ruth Kuch, Finance Manager/Treasurer  
Chanda Halverson, Customer Service Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>17,256</b>
Supervisor/Coordinator Training	6265	7,800
Travel Expense	6260	4,300
NISC MIC Conference ("2")	6265	2,200
Credit & Collections Workshop	6265	1,500
Per Diem	6255	640
Mileage - Non Taxable	6262	636
Mileage - Taxable	6261	180
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>16,591</b>
Utility Exchange Credit Check Database for Customers	6322	7,800
Verifone Devices	6315	2,500
Label tape, printer tape, ten key machines	6320	2,496
Misc. Furniture	6323	2,000
Redsson Online Portal	6322	1,020
Computer/Office Remit Equipment & Software	6315	500
Technology Unlimited License Renewal (Remittance)	6322	275
<b>Outside Services</b>		<b>25,470</b>
Loomis Armored Service (Carlsborg and 3 kiosk pickups - 2 PA, 1 SQ)	6442	24,000
Technology Unlimited - Maintenance Contract for Check Scanner (Remittance)	6481	870
Language Line Service - Interpretation Services	6442	600
<b>Other</b>		<b>39,812</b>
US Payments Kiosk Leases	6480	31,140
US Payments Kiosk transaction fees	8056	6,372
Clallam Co-Op Assoc. - Drop Box Lease	6480	1,800
Logo Embroidery	6452	500
<b>Grand Total</b>		<b>99,129</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Facilities Department Detail**

Terry Lind, Operations Manager  
Scott Napiontek, Facilities Maintenance Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>4,764</b>
Pesticide License & Certification	6265	2,400
Travel Expense	6260	1,500
Per Diem	6255	384
Mileage - Non Taxable	6262	360
Mileage - Taxable	6261	120
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>168,084</b>
Misc. Small Components, Supplies, Gravel	6315	78,000
Miscellaneous (tools not tagged)	6316	31,140
Landscaping SE (Mulch, fertilizer, shrubs, ice melt, caseron, sprinkler mnt., tool prts)	6315	30,000
Light bulbs, batteries, etc.	6315	13,200
Vegetation Control Herbicide (Substation)	6315	9,204
Other Tools (Small and Attractive Tools)	6300	5,040
Padlocks, locksets, keys, misc.	6315	1,500
<b>Outside Services</b>		<b>192,400</b>
Misc. Contractual (Mechanical & Electrical)	6442	90,000
Scrub A Dub Janitorial Contracts	6470	30,000
Air Flo HVAC Maintenance	6442	23,000
Substations Ground Maintenance	6442	18,000
Misc. Contract Services, including, Fire Extinguisher Maint., etc.	6442	12,000
Aramark Mats, Towels, non-Auto Shop Coveralls	6442	4,500
ALSCO Mats	6442	4,200
Plumbing Repairs (Various)	6442	3,600
Underground Fuel Tank Inspections	6442	3,500
Equipment Repair Services	6497	3,000
Misc. Contractual (Pest Control)	6442	600

2023 Budget  
 Operations & Maintenance Expenses & Other Outflows

**Facilities Department Detail, *continued***

	Activity Code	Budget
<b>Other</b>		<b>146,964</b>
Miscellaneous Minor Facility Repairs	6452	50,004
Olympic DM Murrey's Disposal Services	6448	43,200
Ferrellgas Propane	6448	19,800
Clallam County Dept of Public Works Sewer Charges	6448	12,000
Clallam PUD Water Utility	6444	9,840
City of Port Angeles Water Utility (PA Warehouse)	6444	6,540
City of Forks Water Utility	6444	3,480
Underground Fuel Tank Business Licenses ("3")	6452	1,200
City of Sequim Water Utility	6444	360
Elevator Operator Permit	6450	300
West Waste & Recycling Disposal Services	6448	240
<b>Grand Total</b>		<b>512,212</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

## Finance Department Detail

Ruth Kuch, Finance Manager/Treasurer

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>25,569</b>
Utility Industry Conferences (2 Regional, 4 National)	6265	6,700
Utility Industry & Finance Online Training (various)	6265	6,000
Travel & Lodging Expenses for Conferences/Meetings	6260	4,000
Per Diem	6255	3,584
WPUDA Finance Officers Meetings ("4")	6265	3,000
Mileage - Non Taxable	6262	600
Notary Fees ("3")	6491	420
WSCP A Membership ("1")	6491	320
GFOA Memberships ("2")	6491	300
AICPA Membership ("1")	6491	295
Mileage - Taxable	6261	200
WPTA Dues ("3")	6491	150
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>8,420,794</b>
WA Dept of Revenue - Public Utility Tax	6853	2,324,724
WA Dept of Revenue - Privilege Tax	6857	1,284,379
2016 Bonds Debt Service	1340	903,086
2010 BABs Debt Service	1340	869,016
City of Sequim Tax (Includes pass through)	6871	782,000
2014 Bonds Debt Service	1340	771,762
2018 Bonds Debt Service	1340	712,644
2022 Bonds Debt Service	1340	277,408
City of Forks Tax (Includes pass through)	6874	261,000
Disability and Life	6212	90,000
WA Department of Revenue - Service Tax	6863	55,000
Quileute Tribal Council Tax (Includes pass through)	6873	30,000
WA Employment Security Department - Unemployment	6882	25,000
WA Dept of Revenue - Leasehold Tax	6884	20,000
WA Department of Revenue - Retailing Tax	6864	10,000
City of Port Angeles Tax (Includes pass through)	6872	2,000
WA Dept of Revenue - Federal Excise Tax	6883	1,500
WA Department of Revenue - Wholesaling Tax	6862	1,200
WA Dept of Retirement - OASDI	6424	75
<b>Outside Services</b>		<b>6,000</b>
Evergreen Financial Services Commissions	6442	6,000

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Finance Department Detail, *continued***

	Activity Code	Budget
<b>Other</b>		<b>3,247,686</b>
NTIA Middle Mile Grant Reserve Fund Transfer	1000	2,454,830
CETA Fund Transfer	1000	575,000
Rate Stabilization Fund Transfer	1000	180,438
First Data Credit Card Processing Fees	8056	264,000
Credit Balance Refunds	1429	150,000
Customer Advance Refunds	2520	48,000
NISC ACH & Online Payment Fees	8056	12,000
American Express Credit Card Processing Fees	8056	2,400
US Bank Fiscal Agent Fees	8056	1,500
Clallam County Treasurer Property Tax (Electric Portion)	6452	450
US Bank Safekeeping Fees	8056	300
Postage (Miscellaneous)	6361	200
Water and Waste Water Reimbursements for Shared Services	6721	(441,432)
<b>Grand Total</b>		<b>11,700,049</b>



2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**General Engineering Department Detail**

Mike Hill, Engineering Manager  
Colin Young, Distribution Systems Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>23,504</b>
Travel Expense	6260	5,520
E & O Conference, GITA or IEEE	6265	3,500
Mileage - Non Taxable	6262	3,480
Per Diem	6255	2,400
Technician Training (OH Staking, UG Staking, NESC, NEC)	6265	2,256
GIS Training	6265	1,200
Mileage - Taxable	6261	1,020
System Design/Evaluation Meeting (WPUDA Meeting)	6265	1,000
Public Contracts Training ("1")	6265	996
MilSoft Training	6265	750
Annual Arc GIS User Group	6265	550
State Travel CCUGCC Damage Comm.	6265	350
Contract Administration ("1")	6265	250
PE Licenses ("2")	6491	232
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>19,318</b>
Miscellaneous Supplies (Crushed Rock, etc.)	6315	7,200
Miscellaneous Tools (including test tools & equipment)	6316	5,200
Office Materials and Supplies	6320	3,900
Small & Attractive Tools	6300	2,000
Code books, Technical References, & Standards	6315	1,018
<b>Outside Services</b>		<b>2,400</b>
NISC Customizing	6419	2,400
<b>Other</b>		<b>36,664</b>
Misc. Courthouse Recording	6451	15,000
ROW Access	6451	9,600
Highway & Other Permits	6450	6,000
Consumer Information and Bids	6489	2,040
Annual Vouchers (DNR("2"), USDA, M/M Garrison, M/M Abell, Jeff Co)	6452	2,020
DOT Inspection Charges	6452	2,004
<b>Grand Total</b>		<b>81,886</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**General Manager Department Detail**

Sean Worthington, General Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>48,600</b>
Training Expense	6265	12,000
Travel Expense	6260	12,000
Per Diem	6255	12,000
Mileage - Non Taxable	6262	6,000
Employee Awards	6280	3,600
Mileage - Taxable	6261	3,000
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>37,100</b>
Dispatch News Service (annual) & Formstack (annual)	6322	18,700
Misc. Office Supplies	6320	10,000
EMP - Emergency Management Plan	6410	7,800
Misc. Materials & Supplies	6315	600
<b>Outside Services</b>		<b>290,000</b>
Miller Nash Legal Services	6418	168,000
Gordon Thomas Honeywell Legal Services	6418	85,000
Customer Survey (Consulting Services)	6419	25,000
Williams Kastner Legal Services	6418	12,000
<b>Other</b>		<b>53,000</b>
All Employee Meeting & Monthly Employee Meetings w/ General Manager	6452	26,000
Employee Engagement (Shirts, lanyards, polo, sweatshirt, misc. items)	6452	15,000
Wellness Committee Expenses	6452	12,000
<b>Grand Total</b>		<b>428,700</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Human Resources Department Detail**

Jamie Spence, Human Resources Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>81,806</b>
HR Hosted Training	6265	30,000
Candidate Expenses (Hotel, meals, lodging, mileage, pre-employment physicals)	6432	10,000
Employee Service Awards	6280	8,000
Tuition Reimbursement	6266	7,700
Energy NW Internship Program	6433	7,250
Payroll Training ("6")	6265	6,600
Conviction Records/Driving Abstracts	6433	3,000
Travel Expense	6260	3,000
HR Training (Webinars, Other)	6265	2,400
Per Diem	6255	1,536
Mileage - Non Taxable	6262	1,200
Mileage - Taxable	6261	600
American Payroll Association ("2")	6491	520
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>8,300</b>
Salary Surveys (Milliman/APP/WPUDA)	6322	4,000
Supplies	6315	2,400
Federal Motor Carrier Safety Admin. (CDL queries)	6322	1,000
Payroll Source Book	6315	600
Progressive Business Publications (Payroll)	6322	300
<b>Outside Services</b>		<b>46,000</b>
Archbright Annual Membership (HR Legal Services)	6418	15,000
Milliman HR & Labor Consulting	6442	15,000
Work Safe Drug & Alcohol Testing Annual dues	6442	14,000
EAP Services	6442	2,000
<b>Other</b>		<b>34,200</b>
Covid Testing	6452	15,000
Employment Ads	6489	10,000
Retiree Wellness Dollars	6452	8,000
Job Fair Expenses	6452	1,200
<b>Grand Total</b>		<b>170,306</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Information Technology Department Detail**

Steve Schopfer, Information Technology Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>50,500</b>
Travel	6260	24,000
Training	6265	7,000
Training, Books & Memberships	6265	6,000
Per Diem	6255	6,000
Mileage Taxable	6261	4,500
Mileage non-Taxable	6262	3,000
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>836,010</b>
Nat'l Information Solutions Coop (NISC) (ERP Soln, Hyb. Cld. & On-Prem, Mthly)	6352	300,000
Microsoft Enterprise Agrmt. (All Microsoft Licensing, Hyb. Cld. & On-Prem, 3 Yrs)	6352	85,000
Hard Drives, Keyboards, Mem, Mice, Etc.	6350	75,000
Laserfische Cld. Subscr (Records: Records Mgmt Repository Cld. Service, Cld.)	6322	38,000
ZOHO Desktop Central (IT: Helpdesk & Desktop Management, On-Prem)	6352	31,000
ESRI Enterprise System (Ops: Enterprise GIS Mapping Sys, Hyb. Cld. & On-Prem)	6352	27,500
Adobe Acrobat & Creative Cld. (Document Creation Tools, Hyb. Cld. & On-Prem)	6352	25,500
VMWare Enterprise Server Virtualization (IT: Virtual Server Infra, On-Prem)	6352	25,500
Scanners, Laptops, Etc.	6300	24,000
Amazon Web Service (Website Hosting, Cld. Backup, Support, Cld., Mthly)	6322	20,000
LinkedIn Learning Education (Educational Software, Cld.)	6322	18,500
Diligent BoardDocs (Board of Commissioners: Agenda Management System, Cld.)	6322	15,000
HR: Neo Gov - Applicant Tracking Software Subscription	6353	13,500
Neo Gov (Human Resources: Applicant Tracking Software Subscr, Cld., Mthly)	6322	13,500
Automotive Diagnostic Software (Auto Shop: Vehicle Diagnostic Software, App.)	6352	10,000
OKTA (: Multi Factory Authentication & Cld. Single Sign-On Services, Cld.)	6322	10,000
NetApp ONTAP (IT: Storage Area Network Software & Support, On-Prem)	6352	10,000
Epicor Human Capital Management (Human Resources: HCM Software, On-Prem)	6352	10,000
Cisco Phones	6350	9,600
Utility Exchange (Customer Service: Credit Verification Service, Cld., Mthly)	6322	7,500
Toner & Print Cartridges	6350	7,500
DataNational AS400 Hosting (Cld. - Legacy ERP Sytm Hosting Service, Cld., Mthly)	6322	7,500
Milsoft Utility Solutions WindMil (Engineering: Engineering Analysis Tools, App.)	6352	6,750
Transmission: PLS Cad Pole Design Software Subscription	6353	5,000
Archive Social (Communications: Social Media Archiving Service, Cld.)	6322	5,000
Zoom Subscription (Video Conferencing Services, Cld., Mthly)	6322	4,200
Osrose O-Calc (Engineering: Pole Load Analysis Software, App.)	6352	4,000
Miscellaneous Tools under \$5,000	6316	3,600

2023 Budget

Operations & Maintenance Expenses & Other Outflows

Information Technology Department Detail, *continued*

	Activity Code	Budget
ID Solutions MOBILETrak (Materials: Barcoding & Inv. Syst., Hyb. Cld. & On-Prem)	6352	3,500
Itron Field Collection System (Billing: Meter Data Collection System, On-Prem)	6352	3,000
PEERNET Document Generator (Billing: Bill Composition Tool, App.)	6352	3,000
KACE Desktop Authority Professional (Desktop Mgmt Logon Script Syst, On-Prem)	6352	2,500
POE - Supplies	6320	2,500
Scala Digital Signage Solution (Video Bulletin Board Management, On-Prem)	6352	2,000
Carbonite eVault (Server Backup System, On-Prem)	6352	1,600
AccuWeather (Power Supply: Power Analytics Historic Weather Rptg Subscr, Cld.)	6322	1,200
Symantech Brightmail (IT: E-Mail SPAM Filter, On-Prem)	6352	650
Megger Sub-Station PowerDB (Engineering: Substation Testing Mgmt SW, App.)	6352	600
Amazon Business Prime Membership (Materials: Amazon Purchasing, Cld.)	6322	600
Furniture, Lights, Chairs	6315	550
Survey Monkey Subscription (Communications: Survey Management System, Cld.)	6322	420
Formstack (Communications: External Website Form Services, Cld.)	6322	400
Observium Pro (Network Monitoring Software, On-Prem)	6352	300
AQ2 Remittance (Billing: Webpay/Online Aggregation Remittance Service, Cld.)	6322	300
Cisco WebEx (: Video Conferencing Services, Cld.)	6322	240
<b>Outside Services</b>		<b>259,392</b>
Network and Server Hardware Maint	6481	49,992
Cisco Smartnet Annual Subscriptions	6481	48,000
Palo Alto Equipment Annual Subscriptions	6481	36,000
Server setup consulting	6419	30,000
SAN configure	6419	30,000
General IT Consulting Services	6419	24,000
POE - Overages	6442	21,000
Env Control-HVAC, UPS, Batteries	6481	9,000
Network Elements (Non Smartnet)	6481	6,000
POE - copiers	6481	3,000
Equipment Disposal Service	6442	2,000
POE - Repairs	6497	400
<b>Other</b>		<b>342,044</b>
Phones (CenturyLink)	6443	164,040
All other Phones	6443	83,500
Phones (Verizon)	6443	75,204
Cyber Security Assessment	6452	15,000
Phones (OCENS)	6443	4,300
<b>Grand Total</b>		<b>1,487,946</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Materials & Warehousing Department Detail**

Lori Carter, Controller/Auditing Officer  
Kaylie Hunter, Procurement & Facilities Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>20,270</b>
Travel & Training	6265	8,000
Travel Expense	6260	4,300
Materials Management Seminar	6265	4,000
Mileage - Non Taxable	6262	2,150
Per Diem	6255	1,280
Mileage - Taxable	6261	540
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>191,350</b>
Project Material - Transmission	6310	1,718,500
Project Material - Distribution	6310	994,000
Project Material - Customer, Ops, and SL	6310	339,000
O&M Inventoried Material (Restocking of Materials/Truck Stock)	6310	100,000
Miscellaneous Office Supplies	6320	18,000
Janitorial Supplies (District Wide)	6330	18,000
Bottled Water (District Wide, Olympic Springs)	6315	11,520
Warehouse Tools	6316	10,080
Miscellaneous Warehouse Supplies	6315	9,000
Warehouse Shelving/Containers	6315	6,000
T-Shirt Rags (Crew, Auto Shop, Warehouse)	6315	5,000
Restocking of First Aid Supplies (District Wide)	6410	4,800
Office Furniture	6323	3,000
Miscellaneous Warehouse Brady Printing Supplies	6315	2,400
Safety/Personal Protective Equipment (CWF specific)	6410	1,500
CWF Specific Office Supplies	6320	1,200
Issue Sheets/Forms	6321	600
Subscriptions (Amazon)	6322	250
Project Material - Customer, Ops, and SL to Capital	6311	(339,000)
Project Material - Distribution to Capital	6311	(994,000)
Project Material - Transmission to Capital	6311	(1,718,500)
<b>Outside Services</b>		<b>1,600</b>
Return Of Freight	6471	1,600
<b>Other</b>		<b>76,800</b>
Miscellaneous Utilities	6448	60,000
City of Port Angeles Disposal Fees	6448	14,400
Other	6452	2,400
<b>Grand Total</b>		<b>290,020</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Operations Department Detail**

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Terry Lind, Operations Manager  
Jason Siebel, Operations Superintendent  
Bill Decker, Operations Superintendent

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>41,080</b>
Apprentice Lineman Schooling Expense	6265	25,980
CDL License Renewals	6491	6,000
Per Diem	6255	4,800
Travel Expense	6260	2,400
Mileage - Non Taxable	6262	1,200
ISA Membership (Arborist Fee)	6491	400
Mileage - Taxable	6261	300
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>317,920</b>
Safety Expense (Harnesses, gloves, glasses, boom wipes, hard hats, bug spray)	6410	100,000
Misc. Small Components, Supplies, Gravel	6315	78,000
Other (Tools not Tagged)	6316	62,360
Misc. Fleet Parts (Radios)	6365	15,000
Chance High Voltage Testers ("10")	6316	11,000
Other Tools (Small and Attractive Tools)	6300	9,600
Cable Locators ("2")	6300	6,000
Reference Manuals	6320	5,400
Fiber Tools For Service Trucks (Meter Reading)	6316	5,000
Load Break Tools ("5")	6316	5,000
Power Saw Replacements	6300	5,000
Hot Sticks/Ratchet Cutters	6316	4,500
Snail Shell Line Barriers (Replacements for broken/damaged cover-ups, "10")	6316	3,960
Forms	6321	1,800
Taco Line Barriers (Replacements for broken/damaged cover-ups, "10")	6316	1,800
Other Tools (Meter Reading)	6316	1,500
Crew Communication Equipment	6340	1,000
MSDS Online Renewal	6322	1,000

2023 Budget

Operations & Maintenance Expenses & Other Outflows

Operations Department Detail, *continued*

	Activity Code	Budget
<b>Outside Services</b>		<b>480,283</b>
Helicopter Tree Trimming	6442	170,000
Pole Test & Treat	6442	141,248
Security Services Northwest Answering Service	6446	59,635
Other Equipment Repair Services	6497	27,000
Backhoe/Excavation Services (Routine)	6442	25,000
Rubber Goods Testing (Hot Stick Repair/Testing)	6442	24,000
Silke Communications	6481	17,400
ITRON Handhelds & McLite Drive By Unit Maintenance (Meter Reading, "3")	6481	10,000
Other Rentals	6440	6,000
<b>Other</b>		<b>84,227</b>
Port of Port Angeles PA Operations Center Lease	6480	64,777
Batteries, etc.	6452	6,000
Bohokus Peak/DCPQ Tower Lease	6480	3,600
Mount Octopus ROW	6480	3,500
Blyn Mountain ROW	6480	3,200
Other Supplies (Meter Reading)	6452	1,500
Dog Bones (Meter Reading)	6452	1,000
Neah Bay Substation Lease	6480	650
<b>Grand Total</b>		<b>923,510</b>



2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Power Supply Department Detail**

John Purvis, Assistant General Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>15,000</b>
Travel Expense	6260	5,000
Purchase Power Meetings	6265	5,000
Mileage - Non Taxable	6262	2,490
Per Diem	6255	2,000
Mileage - Taxable	6261	510
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>23,826,376</b>
BPA Power Purchase & Transmission	6730	22,477,880
REC Purchases	6730	839,150
Packwood Hydro	6730	359,146
Inspired Energy Purchases	6730	140,000
Falls Creek Hydro Purchases	6730	10,200
<b>Outside Services</b>		<b>60,000</b>
CETA Low Income Consulting (Lighthouse/FCS)	6419	30,000
CETA Low Income Program Administration (OLYCAP)	6419	30,000
<b>Other</b>		<b>485,051</b>
CETA Low Income Program (Rate Payer Assistance to OLYCAP)	2521	435,051
WPAG (Mundorf)	6490	25,000
WPAG (EES Consulting)	6490	25,000
<b>Grand Total</b>		<b>24,386,427</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Risk Management Department Detail**

Ruth Kuch, Finance Manager/Treasurer

	Activity Code	Budget
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>731,500</b>
PURMS AEGIS Liability Policy	6421	280,000
PURMS Property Policy	6420	141,000
PURMS Interim Liability General Assessment	6421	90,500
PURMS EIM Liability Policy	6421	75,000
PURMS Beazley Cyber Security	6421	61,000
PURMS Interim Property General Assessment	6420	40,000
PURMS AEGIS Public Officials Policy	6421	22,000
Deductible on Litigation	6424	10,000
PURMS 24 Hour Accident Policy	6421	5,500
Basin Treasurer's Bond	6424	1,500
PURMS Special Trips Policy	6421	1,500
Marsh USA Inc. Terrorism Insurance for UG Storage Tanks	6421	1,500
CNA Surety Bond - Public Employee Honesty	6423	1,000
PURMS Everest Nation Fronting Policy	6421	500
CNA Surety Bond - WA Blanket Highway Permit	6423	500
<b>Grand Total</b>		<b>731,500</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Safety Department Detail**

George Drake, Safety Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>38,268</b>
Safety Awards	6280	20,000
CPR AED Training	6265	7,000
NWPPA, APPA, EUSAC Training	6265	7,000
Travel Expense	6260	3,000
Per Diem	6255	768
ASSP & NEMA Membership Dues	6491	500
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>25,500</b>
AED Emergency Replacement Batteries (Mallory Safety, "30")	6410	13,500
HSI Workplace Compliance Solutions Online Safety Training	6322	6,000
AED Emergency Pads (Mallory Safety, "30")	6410	2,000
AED Replacements (Mallory Safety, "1")	6410	2,000
AED New (Mallory Safety, "1")	6410	2,000
<b>Outside Services</b>		<b>9,000</b>
Hi Tech Security Alarm Center Monitoring	6442	6,000
WA Audiology Employee Hearing Testing	6442	3,000
<b>Other</b>		<b>21,992</b>
Minor Claims	6703	20,000
Meeting Refreshments	6452	1,992
<b>Grand Total</b>		<b>94,760</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Transmission Engineering Department Detail**

Mike Hill, Engineering Manager  
Doug Adams, Transmission & Substations Systems Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>31,550</b>
Relay, Substation, Environmental Training	6265	9,000
Travel Expense	6260	7,500
Mileage - Non Taxable	6262	5,100
Engineering Training	6265	3,750
Per Diem	6255	3,600
Mileage - Taxable	6261	1,500
LSAW Conference/Survey Training	6265	600
Survalent User Group Meeting	6265	500
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>73,749</b>
Substation Maintenance Material	6315	50,004
Communication Equipment Repair (SCADA)	6340	10,000
Clothing - Fire Resistant	6410	3,750
Substation - Shop Tools	6316	3,500
Wengler Surveying Software Subscriptions	6322	1,200
Code Books & Technical Manuals	6315	1,200
Miscellaneous Supplies	6315	1,020
Furniture	6323	1,000
Hubs, Stakes, Spikes, Flagging	6315	600
Miscellaneous Tools	6316	540
Office Supplies	6320	360
Safety Supplies & Equipment	6410	300
WADNR Records Subscription (DNR database)	6322	275
<b>Outside Services</b>		<b>87,600</b>
Russell Post Environmental Consulting (Hazmat Consultation)	6442	25,000
TASCA Disposal	6442	15,000
Misc. Equipment Repair (Substation)	6497	12,000
Engineering Services (Miscellaneous)	6419	10,200
Oil Testing	6442	7,500
Surveying, Lidar (Contractor Services)	6442	6,000
Transformer Oil Disposal	6442	6,000
RCRA Disposal (Substation Hazardous Materials)	6442	3,000
Repair/Calibration of Survey Equipment	6497	2,500
RCS & PCB Compliance Consultant (Substation Hazardous Materials)	6442	400

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Transmission Engineering Department Detail, *continued***

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	<b>Activity Code</b>	<b>Budget</b>
<b>Other</b>		<b>27,932</b>
USDA Forest Service Permit (For land use for transmission lines)	6450	25,000
Permits	6450	1,000
Surveying Supplies	6452	600
Gunstone Lease	6480	600
LSAW Fee	6452	400
Professional License Fee ("2")	6452	232
Transmission Leases	6480	100
<b>Grand Total</b>		<b>220,831</b>

2023 Budget

Operations & Maintenance Expenses & Other Outflows

**Utility Services Department Detail**

John Purvis, Assistant General Manager  
 Mattias Jarvegren, Utility Services Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>5,896</b>
Classes, Travel, Seminars, & Conferences	6265	3,800
Mileage - Non Taxable	6262	900
Per Diem	6255	896
Mileage - Taxable	6261	300
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>3,100</b>
Promotions, Key Accounts, Class Lunches, & Printing	6315	2,500
Tape Measure, Flashlights, Hand tools	6316	600
<b>Outside Services</b>		<b>29,400</b>
CPA Update	6442	29,400
<b>Other</b>		<b>484,100</b>
Heat pumps-Ducted (PUD Rebates)	6500	156,000
Commercial (PUD Rebates)	6500	140,000
Heat pumps - Ductless (PUD Rebates)	6500	60,000
Water Heating (PUD Rebates)	6500	36,000
WX Insulation (PUD Rebates)	6500	30,000
Windows (PUD Rebates)	6500	30,000
Energy Star New Construction (PUD Rebates)	6500	10,200
BPA/WX Loan Payments	2327	10,000
Smart Thermostats (PUD Rebates)	6500	9,600
Coveralls and/or Gloves Flowhood-Check Flow	6452	1,500
(Power Shift) Miscellaneous	6452	800
<b>Grand Total</b>		<b>522,496</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Water Division Detail**

Tom Martin, Water/Wastewater Manager  
Bowen Kendrick, Water/Wastewater Superintendent

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>17,200</b>
All Training	6265	13,456
Mileage - Non Taxable	6262	1,280
Per Diem	6255	1,024
Crew Meals	6270	1,000
Mileage - Taxable	6261	440
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>1,236,804</b>
WA Department of Revenue Public Utility Tax	6853	246,500
PWB Loan 2019 Debt Service	1340	223,029
2005 DWL Debt Service	1340	186,874
2012 DWL Debt Service	1340	174,648
2011 DWL Debt Service	1340	111,809
PWB Loan 2021 Debt Service	1340	108,449
2010 DWL Debt Service	1340	57,331
2019 FF Loan Debt Service	1340	46,600
2016 DWL Debt Service	1340	33,142
City of Sequim Tax	6871	13,000
GIS Loan Debt Service	1340	12,852
WA Department of Revenue Service Tax	6863	12,000
Disability and Life	6212	10,200
WA Department of Revenue Leasehold Tax	6884	370
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>623,867</b>
Purchased Water	6730	285,000
Purchased Inventory	6310	108,857
Other Materials & Supplies	6315	62,599
Fuel	6371	54,000
Disinfectant Chemicals	6319	29,928
Safety Equipment (Signs, stands, cones, paddles)	6410	20,000
Utility Infrastructure Parts	6318	16,344
Material/Tool Purchases	6300	16,344
PH Adjustment Chemicals	6319	14,736
Fleet Equipment Parts	6365	13,500
NISC Software Support	6352	12,100
VTSCADA (5 YR)	6322	8,820
Equipment	6316	8,172
Small Tools	6316	8,172

2023 Budget

Operations & Maintenance Expenses & Other Outflows

Water Division Detail, *continued*

	Activity Code	Budget
Reagent Chemicals	6319	6,048
Coagulation Chemicals	6319	4,396
Dechlorination Chemicals	6319	2,820
Computer Expense	6350	2,748
Printer Ink, etc.	6320	1,200
Office Chairs & Desk Upgrades	6323	1,000
Hydraulic Supplies	6374	700
Project Material - Water	6311	(53,617)
<b>Outside Services</b>		<b>322,850</b>
Morse Creek Line	6481	70,000
Misc. Legal Services	6418	52,000
Electrical Services	6442	40,000
Cla-Val Maintenance	6481	20,000
Asphalt repair (Service/main breaks)	6442	20,000
Mowing Services	6442	18,900
Pall Service	6442	18,350
Road Maintenance	6442	15,000
Excavation/Trucking	6442	15,000
LUD 1 CIP/Pond Pumping	6442	12,900
Water Testing	6442	12,650
Consulting (Holgerson Surge Protection)	6419	7,000
Miscellaneous Contracting	6442	5,000
Equipment and Tool Repair	6497	5,000
Pump Equipment (PM)	6442	5,000
Compressor (Morse Creek Water Treatment Plant)	6442	5,000
Equipment Rental	6440	1,050
<b>Other</b>		<b>722,995</b>
Allocation of Shared Services	6721	436,584
Power for Pumping	6445	179,375
Allocation of Shared Services (Auto Shop)	6721	35,952
Facilities Lease (to Electric)	6480	23,880
Verizon (Water Admin Phones)	6443	11,800
DOH Operating,	6450	7,800
Warehouse Expense	6452	5,000
Intercompany Fleet Transfers	6720	5,000
NPDES (LUD 1 TP)	6450	3,800
Notices and Letters to Customers-CCR	6361	2,800
PUD Clothing for Crew	6452	2,500



2023 Budget  
 Operations & Maintenance Expenses & Other Outflows

**Water Division Detail, *continued***

	<b>Activity Code</b>	<b>Budget</b>
CenturyLink (Operation of Reservoirs & Pump Stations)	6443	2,000
Minor Claims	6703	2,000
County & DOT R/W	6450	840
Evergreen Rural Water Dues	6490	700
AWWA/WWUC Dues	6490	650
Notices and Letters to Customers-CROSS CONNECTION	6361	500
Highland Hills Dues	6490	400
NWMOA Dues	6490	360
4 Seasons Park Dues	6490	350
CDL Licenses	6452	300
Notices and Letters to Customers-MISC	6361	204
Property Tax	6452	200
<b>Grand Total</b>		<b>2,923,716</b>

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Wastewater Division Detail**

Tom Martin, Water/Wastewater Manager  
Bowen Kendrick, Water/Wastewater Superintendent

	Activity Code	Budget
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>6,084</b>
Debt Service (Note Payable to Water)	1340	5,984
WA Department of Revenue Service Tax	6863	100
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>6,302</b>
Utility Infrastructure Parts	6318	2,500
Materials and Supplies	6315	1,500
NISC Software Support	6352	1,302
Tools	6316	1,000
<b>Outside Services</b>		<b>15,300</b>
Big Blue Pressure Washing & Lawn Mowing Services	6442	5,500
Contractual Services (Backhoe, Electrical, Field Repair)	6442	4,000
Contractual Services (Septic Pumper)	6442	3,300
Contractual Services (Sampling)	6442	2,500
<b>Other</b>		<b>16,321</b>
Allocation of Shared Services	6721	4,848
Transfer to Nitrate Treatment System Reserve	6452	3,060
Department of Health (DOH) Sewer Permits	6450	3,000
Power for Pumping (Sunshine Acres I)	6445	1,480
Power for Pumping (View Ridge)	6445	1,230
Power for Pumping (Southern View Estates)	6445	905
Misc. Expense	6452	600
Water Utility (Sunshine Acres)	6444	374
Utilities and Telephone (View Ridge)	6443	324
Intercompany Fleet Transfers	6720	300
Easements	6451	200
<b>Grand Total</b>		<b>44,007</b>

## Activity Code Definitions

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### **1000 - Fund Transfers**

Transfers between the Operating Fund and other restricted or designated funds.

### **1340 - Debt Service**

Principal and interest payments made on District debt; includes loans, bonds, and intercompany lending.

### **1429 - Credit Balance Refunds**

Refunds given to customers when their utility account is at a credit balance for various reasons; typically issued upon closing or transferring of an account.

### **2327 - BPA/WX Loan Payments**

BPA Energy Efficiency Loans pass through transactions; shows amount paid to BPA for loans retired.

### **2520 - Customer Advance Refunds**

Refunds to customers when actual new service connect expenses come in lower than estimated charges.

### **2521 - Rate Payer Assistance Programs**

Funds transferred, paid, or set aside for rate payer assistance programs. This includes the CETA Low Income Program.

### **6105 - Salaries & Wages**

Salaries & wages paid to employees of the District.

### **6205 - Payroll Taxes & Benefits**

Payroll taxes & benefits paid to employees of the District.

### **6212 - Disability and Life**

District paid coverage for Life, AD&D, LTD, and STD Premiums for employees.

### **6255 - Per Diem**

District employees traveling on official business outside the local area may receive a daily per diem reimbursement for meals, snacks and other incidentals, at an established rate. Per diem reimbursements will be paid from approved expense claim voucher & travel/training authorization.

### **6260 - Travel Expense**

Includes costs of approved travel for general business-related purposes. Travel-related expenses included here are: lodging, toll bridge, ferries, airfare, taxis, parking, baggage charges. Reimbursement of expenses for use of a personal vehicle should be recorded to Mileage.

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**6261 - Mileage - Taxable**

Amount of mileage reimbursement that exceeds the IRS rate. Reimbursements will be paid from approved expense claim voucher.

**6262 - Mileage - Non Taxable**

Mileage reimbursement is not taxable as long as it does not exceed the IRS mileage rate. Reimbursements will be paid from approved expense claim voucher.

**6265 - Training Expense**

Attendance expense for training events, including but not limited to classes, seminars, workshops, conferences and conventions, whether in person or online/remote.

**6266 - Tuition Expense**

Approved tuition reimbursement for education or training towards a college degree to increase their competence in their present position.

**6270 - Crew Meals**

Meal cost paid by the District under certain circumstances according to the collective bargaining agreement.

**6280 - Employee Awards**

Employee awards including special recognition, safety, or other achievement.

**6300 - Small & Attractive Assets (Tagged)**

Items that meet the criteria of Small & Attractive assets. Refer to the Asset Tagging & Monitoring Guidelines. Examples of tagged S&A assets are: electronic equipment such as audio/video, cameras, laptops and tablets, handheld radios, handheld or portable power tools such as drills, chainsaws, impact guns, pressure washers, portable generators, etc.

**6310 - Stock**

Inventory purchased by the District. The District holds inventories of Electric, Water, and Auto Shop supplies.

**6311 - Inventory Issued to Capital**

Inventory issued to capital projects (usage is budgeted in the Capital budget).

**6315 - Other Material & Supplies**

Other Materials & Supplies are tangible and consumable items that do not meet the requirements of tools & equipment and computer & tech supplies.

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**6316 - Other Tools & Equipment (Non-Tagged)**

Tools & equipment that do not meet S&A guidelines. Examples include: saws, drills, operational tools, shovels/handles, saw blades, slings, various small hand tools. Consumable component parts for tools should be included under other materials & supplies.

**6318 - Utility Infrastructure Parts**

Utility infrastructure parts are non-capital items needed for operations & maintenance of utility infrastructure.

**6319 - Chemical Products**

Water chemical purchases that become part of the water supply.

**6320 - Office Supplies**

A consumable item/product used regularly in an office environment to perform daily work. Office supplies includes but not limited to: pens, pencils, markers, note pads, paper, file folders, binders, paper clips, and breakroom supplies.

**6321 - Forms**

Forms are printed/typed document for required or requested information. Examples include: door hangers, billing forms, A/P check forms, tax forms, letterhead, business cards, engineering forms, script receipt books, inspection tags, etc.

**6322 - Subscriptions & Online Databases**

Non-Software related subscriptions & online databases. Examples include: Reddson online portal, utility exchange, payroll source annual subscription, SQ gazette subscription, legal research database, all magazine subscriptions, amazon web service, IEEE digital library, etc.

**6323 - Office Furniture**

Any furnishing within our office buildings & warehouses that is free standing and does not require permanent installation or can be removed. Examples include: desks, chairs, file cabinets, tables, lobby seating, computer desks, cork boards/whiteboards.

**6330 - Janitorial Supplies**

Items purchased to maintain clean working environments. Examples include but not limited to: cleaning chemical products, bathroom products, trash bags, trash cans, brooms/vacuums, etc.

**6340 - Communications Equipment**

Equipment and systems used in connection with voice communications activities. This activity code is intended to be used for verbal voice communication such as: crew radios, communication headphones, and radio for flaggers. This activity code does not include District telephones.

## Activity Code Definitions, *continued*

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### **6350 - Computer & Tech Supplies**

Computer & tech supplies includes non-capital expenses such as: CPUs, monitors, computer screens, keyboards, speakers, laptops, network cards, iPads, cameras, servers, hard drives, headsets, scanners, surge protectors, and telephones. These items do not meet capital guidelines.

### **6352 - Software**

Perpetual "traditional" software purchased by the District and installed on our own servers.

### **6353 - SBITA IT Subscriptions**

Subscription-Based Information Technology Agreements is a contract that conveys control of the right to use another party's IT software. District pays a recurring subscription fee in order to access Information Technology products based on their subscription term. Example: cloud-based software.

### **6361 - Postage**

Postage fees and stamps for District business.

### **6365 - Fleet Equipment Parts**

Vehicle/Equipment parts purchased by Auto Shop.

### **6371 - Fuel**

Fuel and fuel additives for running the District's fleet and equipment.

### **6374 - Hydraulic Supplies**

Specialty items purchased specifically for hydraulic equipment; includes hoses, fittings, and connectors.

### **6410 - Safety Expense**

Crew & jobsite safety expenses. Examples include: FR clothing, safety glasses, chem resistant or specialty gloves, rain gear, first aid kits, safety signs.

### **6415 - Auditing**

Outside services for the examination and review of District business. This is specifically used for compliance audits of District programs and financial audits of District records and reports.

### **6418 - Legal**

Outside legal services, including: Gordon Thomas Honeywell, Miller Nash, William Kastner & Gibbs, or any other legal service.

### **6419 - Consulting**

Consulting provides professional services to the District. Examples include: WPAG contract allocations, NOANET NCS Monitoring dispatch, IT migration services, actuarial valuation, records consulting, cost of service studies, etc.

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**6420 - Property Insurance**

The cost of insurance premiums including "Self-Insurance Assessments" for property coverage.

**6421 - Liability Insurance**

The cost of insurance premiums including "Self-Insurance Assessments" for liability coverage; includes general liability, cyber security, accident, and others.

**6423 - Fidelity Insurance**

The cost of fidelity bonds.

**6424 - General Insurance**

Includes the cost of all other insurance premiums or bonds.

**6432 - Interview Costs**

Primarily includes the cost of candidate expenses (reimbursed or directly paid) during the interview process. This also includes other pre-employment testing materials or supplies purchased by the District which are used during interviews.

**6433 - Misc Hiring Expense**

Various expenses paid by the District including internship programs and other employee-specific reports (audio, physicals, etc.).

**6440 - Equipment Rental**

Rental machinery, equipment, and tools for a limited period of time. Examples include: compactors, U-joint puller, diggers, propane tanks, CDL testing truck, Olympic Springs water machine rental, landscaping equipment, etc.

**6442 - Contractual Services**

Outside services procured/processed through the contracts process, which include: alarm monitoring, vintage rec's, heating/HVAC repair & maintenance, inspection services, underground locates, equipment testing, oil sampling, armored car, etc.

**6443 - Telephone & Internet**

Utility expense for telephone or internet service for all District operations.

**6444 - Water Utility**

Utility expense for water provided to District sites.

**6445 - Electricity Utility**

Utility expense for electricity provided to District sites.

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**6446 - Answering Service**

Outside services providing after-hours (or special assignment) call center support.

**6448 - Miscellaneous Utilities**

All other utility expense (excludes telephone & internet, water, and electricity); includes propane, disposal services or fees, recycling, and shredding services.

**6450 - Permits**

Costs for official documents giving authorization to do or operate something.

**6451 - Easements**

Costs for obtaining the right to cross or otherwise use someone else's land for a specified purpose.

**6452 - Miscellaneous Expense**

Used to categorize costs that do not typically fit within other activity code definitions.

**6470 - Janitorial Service**

Janitorial service includes general cleaning of District buildings and keeping them maintained and in good condition. Typical vendor invoices would be: Your Girl Friday and Scrub a Dub Janitorial.

**6471 - Delivery Service**

Return freight costs and other item shipping services (core returns, water samples, etc.)

**6480 - Leases**

Payment made on contracts for the District's use of land, property, services, etc. for a specified time.

**6481 - Maintenance Contracts**

An agreement in place for the District's maintenance of buildings or equipment over a specified period. Examples include: office equipment maintenance (postage machines, copiers, scanners), engineering plotter, communication equipment maintenance, etc.

**6489 - Advertising "Public Information Expense"**

Cost incurred in promoting the District. Examples include: invitation for bids, local newspaper ads, hotline mailing, radio advertising, newsletters, radio promotions, home show promo, parking decals, yellow pages, Facebook, job opening ads, etc.

**6490 - Association Dues**

Membership in various board approved industry associations. Dues here include: APPA, EDC, Energy NW, NWPPA, Chamber of Commerce, etc. See board-approved committee and organization memberships.



2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**6491 - Individual Dues**

Employee specific memberships or any other dues outside of the board appointment list.

**6497 - Equipment Repair Services**

Outside repair of District owned machinery, equipment, and tools.

**6500 - PUD Rebates**

Payments made to customers after they have paid for eligible items through current rebate programs.

**6703 - Minor Claims**

Reimbursement of costs to a customer or other entity related to an incident where the District was found to be responsible after investigation.

**6720 - Equipment Cost**

Costs for operating District fleet (an overhead spread). For budget, this amount captures intercompany fleet use (transfers).

**6721 - Expenses Transferred**

Cost allocation program for administrative and other costs paid by the Electric Division and allocated to the Water and Sewer Divisions by various metrics.

**6730 - Purchased Power/Water**

Includes all expenses associated with the procurement of electric power and water. Some examples of power/water sources are: Bonneville Power Admin, Energy NW, City of PA Water for purchased water.

**6853 - Public Utility Tax**

Washington State tax on public service businesses.

**6857 - Privilege Tax**

Washington State tax on electric generating facilities of public utility districts for the privilege of operating.

**6862 - Wholesaling Tax**

Washington State business and occupation tax on wholesaling transactions.

**6863 - Service Tax**

Washington State business and occupation tax on service transactions.

2023 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**6864 - Retailing Tax**

Washington State business and occupation tax on retailing transactions.

**6871 - City of Sequim Tax**

City of Sequim business and occupation tax on transactions within city limits; includes pass through.

**6872 - City of Port Angeles Tax**

City of Port Angeles business and occupation tax on transactions within city limits; includes pass through.

**6873 - Quileute Tribal Council Tax**

Quileute Tribal Council business and occupation tax on transactions within reservation; includes pass through.

**6874 - City of Forks Tax**

City of Forks business and occupation tax on transactions within city limits; includes pass through.

**6882 - Unemployment**

Costs paid for unemployment claims administered through Washington State Employment Security Department.

**6883 - Federal Excise Tax**

Federal Excise Tax on health insurance plan.

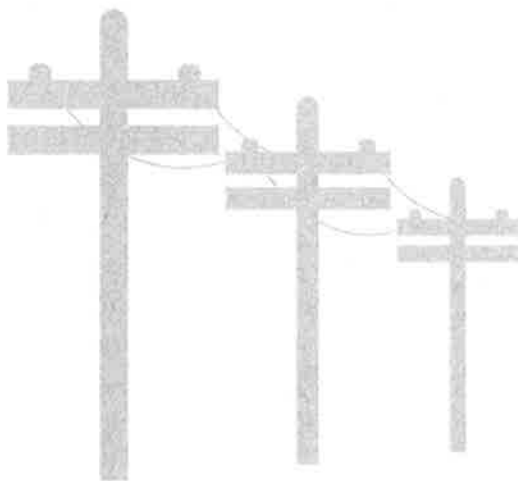
**6884 - Leasehold Tax**

Washington State excise tax on rent paid for District property.

**8056 - Bank Fees**

Financial institution fees for transaction processing; includes credit card processing and online payment fees.

# Capital Outflows & Project Summaries

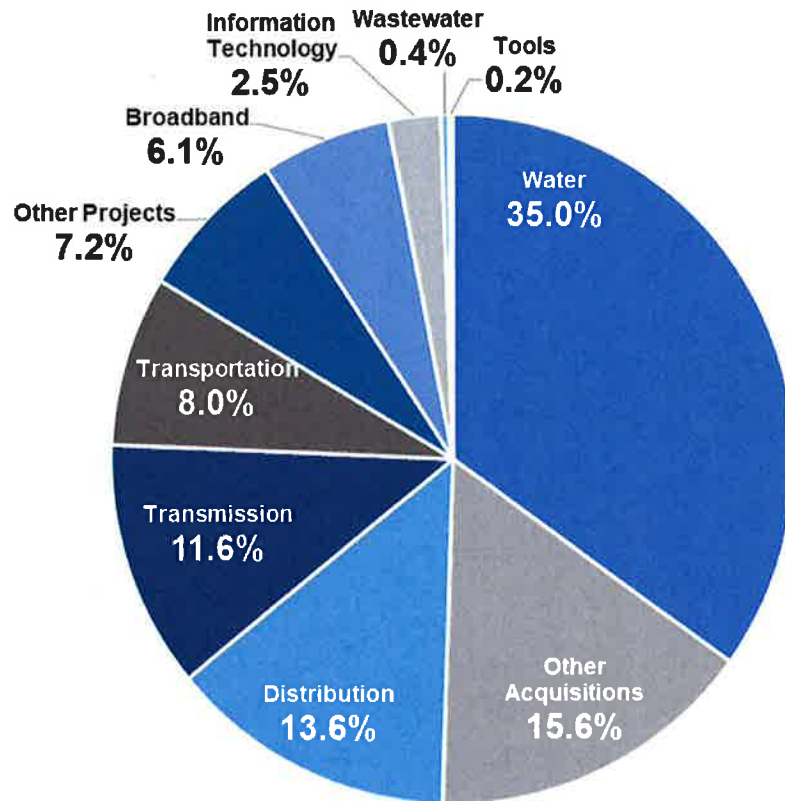


2023 Budget  
Capital Outflows & Project Summaries

**By Project Category**

This section of the budget document summarizes the capital projects and other capital spending for the budget year. The information is presented by project category (including Water & Wastewater) and summarizes the direct spending, *including direct labor*, for each project or equipment/tool/vehicle acquisition.

	<b>Budget</b>
Broadband	1,390,849
Distribution	3,081,000
Information Technology	558,500
Other Acquisitions	3,536,000
Other Projects	1,638,700
Tools	44,000
Transmission	2,636,500
Transportation	1,813,646
Water	7,952,436
Wastewater	85,060
<b>Grand Total</b>	<b>22,736,691</b>



2023 Budget  
Capital Outflows & Project Summaries

## Budget Project by Category

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Individual project scope and budget year spending is presented below.

The projects have been identified as the following types:

- New – New Construction
- Replace & Renew (R&R) – Replace, rebuild, or rehabilitation of existing
- Required (REQ) – Required due to franchise requirement or NESC/Safety
- Recurring Projects – Groupings of similar, predictable recurring projects
- Defined Project – Specific project scope. Could be multi-year or phased, but not generic or recurring.

<b>Broadband</b>		<b>1,390,849</b>
500.23 - Recurring Broadband Projects		10,200
	<ul style="list-style-type: none"> <li>• Scope: Predictable but unplanned, routine fiber projects.</li> <li>• Project Type: R&amp;R, New, Recurring</li> </ul>	
501.23 - Broadband Customer Requested Projects		45,000
	<ul style="list-style-type: none"> <li>• Scope: Annual budget estimate of broadband customer requested and funded projects.</li> <li>• Project Type: New, Recurring</li> </ul>	
515 - Forks Office Network Equipment Upgrade		45,600
	<ul style="list-style-type: none"> <li>• Scope: A project to upgrade existing network equipment due to age and support. The upgrade includes a new Cisco 4500 series switch and batteries.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
516 - Network Equipment Upgrade (Multiple Nodes)		11,940
	<ul style="list-style-type: none"> <li>• Scope: Project(s) to upgrade existing neighborhood network equipment to 10G service from each node. This will reduce power draw from 1100 watts to 210 watts and should reduce the need for extra air conditioning per node.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
517 - Internet Backbone to West End (NTIA Middle Mile Grant)		1,278,109
	<ul style="list-style-type: none"> <li>• Scope: This project is intended to provide the internet backbone to connect the West End to the rest of the county. It is dependent on being awarded the NTIA Middle Mile Grant in March of 2023. The District would immediately purchase fiber materials for the project to assure materials are on-hand once engineering, permitting, and other contracts have been accomplished.</li> <li>• Project Type: New, Defined</li> </ul>	

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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<b>Distribution</b>		<b>3,081,000</b>
100.23 - Small Capital Emergent & NESC		120,000
	<ul style="list-style-type: none"> <li>• Scope: Generally small capital projects, typically under \$50,000, that are unplannable and arise either from a need to address a discovered system safety deficiency (NESC) needing immediate remedy, or a project or project addition to realize an opportunistic NPV or cost avoidance.</li> <li>• Project Type: REQ, Recurring</li> </ul>	
101.23 - Distribution Poles & Structures Replace or Removal		464,000
	<ul style="list-style-type: none"> <li>• Scope: Costs to replace facilities associated with supporting structures for overhead electric lines. This includes poles, cross arms, down guys, anchors and structure insulators. Does not normally include poles replaced when part of a named feeder upgrade project.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>	
102.23 - Engineered Cable Replacement Projects		520,000
	<ul style="list-style-type: none"> <li>• Scope: Planned engineered projects to systematically replace old and failing direct buried cross link polyethylene cable with EPR cable in a conduit. This project also includes replacement of J-boxes, junctions, elbow connectors and terminators.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>	
103.23 - Road Projects (Not Itemized)		830,000
	<ul style="list-style-type: none"> <li>• Scope: Utility relocation projects associated a franchise obligation to relocate electric facilities to accommodate road or highway work, including installation and removal of temporary lines. This includes culverts. Large Road Projects are individually named or itemized.</li> <li>• Project Type: REQ, Recurring</li> </ul>	
104.23 - GIS Integration Projects		6,000
	<ul style="list-style-type: none"> <li>• Scope: Internal or external projects to customize GIS or make add-ons for enhanced productivity.</li> <li>• Project Type: New, Recurring</li> </ul>	
105.23 - Distribution Underground Replace or Remove		224,000
	<ul style="list-style-type: none"> <li>• Scope: Replacement of facilities associated with underground structures, cable junctions, elbow connectors and terminators for underground lines electric lines. This does not include a substantial replacement of underground conductors as done in a cable replacement project. Primarily includes replacement of capital assets as part of O&amp;M activities.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>	
106.23 - Line Devices (Switches, FCIs)		27,000
	<ul style="list-style-type: none"> <li>• Scope: Projects to install passive lined devices to enhance operability, including FCIs, and Distribution Switches.</li> <li>• Project Type: New, Recurring</li> </ul>	

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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**Distribution** (continued)

107.23 - Distribution Transformer Replace or Remove	110,000
<ul style="list-style-type: none"> <li>• Scope: A budget estimate for the labor specifically to replace or remove a single transformer asset as part of O&amp;M. Labor associated with transformer installation is estimated and capitalized upon purchase of the transformers, but some actual labor is captured as a capital outflow from a budgeting standpoint during the replace or removal process. Transformer material capitalization costs are part of the Materials budget.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>	
113.23 - LED Lights	42,000
<ul style="list-style-type: none"> <li>• Scope: An estimation of Light, now LED, fixtures that will be installed in a year. These projects are opportunistically done when there is a maintenance visit to a sight in which a conversion to LED is done, or when replacing an existing LED that has failed.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>	
117.23 - Lake Sutherland V-Phase Extension & Upgrade	155,000
<ul style="list-style-type: none"> <li>• Scope: Convert remaining 1,150' section of V-phase overhead line to 3-phase underground from Boulder Rd to Lake Sutherland Rd to reduce outages and improve voltage.</li> <li>• Project Type: New, Defined</li> </ul>	
124.23 - Camp Haden 3-Phase Upgrade	95,000
<ul style="list-style-type: none"> <li>• Scope: Upgrade 3,100' V-phase overhead to 3-phase overhead between start of Camp Hayden Rd and Durwachter Rd to improve load balance and improve voltage.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
125.23 - Cedar Street Alley Reconductor	140,000
<ul style="list-style-type: none"> <li>• Scope: Replace 2,000' aged #6 CU with #2 ACSR conductor to reduce outage time and improve voltage.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
129.23 - Avian Protection	24,000
<ul style="list-style-type: none"> <li>• Scope: Large or small projects to mitigate avian and power line interactions, including installation of overhead line markers or reframing poles to space out conductors.</li> <li>• Project Type: R&amp;R or New, Recurring</li> </ul>	
130 - Sequim Dungeness to Three Crabs 1/0 Upgrade	185,000
<ul style="list-style-type: none"> <li>• Scope: Replace 2,100' of aged #6 CU with 1/0 ACSR conductor to reduce outage time and improve voltage.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
131 - Highway 101/Hooker Rd. Crossing	60,000
<ul style="list-style-type: none"> <li>• Scope: Reroute and upgrade 700' of underground cable to support load growth south of HWY 101.</li> <li>• Project Type: New, Defined</li> </ul>	

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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**Distribution** (continued)

132 – Conservation Voltage Reduction (CVR) Metering & Communications, Monroe	60,000
<ul style="list-style-type: none"><li>• Scope: A project to implement a CVR project at the Monroe substation, which includes near end of line metering, programming and establishing a SCADA network link between devices.</li><li>• Project Type: New, Defined</li></ul>	
133 - CVR Minor Feeder Upgrade, Monroe	19,000
<ul style="list-style-type: none"><li>• Scope: A distribution reconfiguration including minor conductor upgrades, tap changes and modification of normal open points necessary to maximize the potential of a CVR Metering and Communications project at the Monroe substation.</li><li>• Project Type: R&amp;R, Defined</li></ul>	



2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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<b>Information Technology</b>		<b>558,500</b>
600.23 - Recurring IT Capital		190,000
604.23 - New Host Servers for Virtual Machine (VM) Farm		45,000
<ul style="list-style-type: none"> <li>• Scope: A project to add a new set of physical servers due to the increasing need for server space.</li> <li>• Project Type: New, Defined</li> </ul>		
607.23 - Battery Backup Units		12,450
<ul style="list-style-type: none"> <li>• Scope: Projects to replace batteries (annual).</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>		
608.23 - Server Hosts		41,050
<ul style="list-style-type: none"> <li>• Scope: A project to add new servers to the District's existing network.</li> <li>• Project Type: New, Defined</li> </ul>		
609.23 - Server Firewall		16,000
<ul style="list-style-type: none"> <li>• Scope: A project to add an additional security device for the District's internal network.</li> <li>• Project Type: New, Defined</li> </ul>		
610.23 - Fire Suppression System		100,000
<ul style="list-style-type: none"> <li>• Scope: A project to replace the water sprinkler system in the District's server room.</li> <li>• Project Type: New, Defined</li> </ul>		
611 - Storage Area Network (SAN)		100,000
<ul style="list-style-type: none"> <li>• Scope: A project to add additional storage in the District's server room.</li> <li>• Project Type: New, Defined</li> </ul>		
612 - NISC Meter Data Management System		25,000
<ul style="list-style-type: none"> <li>• Scope: A project to add a new module from NISC to monitor meter data received from the field.</li> <li>• Project Type: New, Defined</li> </ul>		
613 - NISC Operations Analytics		29,000
<ul style="list-style-type: none"> <li>• Scope: A project to add a new module from NISC to monitor systems operations metrics.</li> <li>• Project Type: New, Defined</li> </ul>		

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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<b>Other Acquisitions</b>		<b>3,536,000</b>
800.23 - Meters & Infrastructure		800,000
801.23 - Transformers & Regulators		2,650,000
805.23 - Material Bins at the CWF Warehouse		10,000
807.23 - ERP Disaster Supplies		60,000
808 - Metal Coverings CWF Yard		16,000
<b>Other Projects</b>		<b>1,638,700</b>
300.23 - Customer Requested Projects		900,000
<ul style="list-style-type: none"> <li>• Scope: Annual budget estimate of customer requested and funded projects through Servicemen or Engineering. Includes labor for transformer installations and all capital costs associated with other installations.</li> <li>• Project Type: New, Recurring</li> </ul>		
301.23 - Sequim Microgrid Project		150,000
<ul style="list-style-type: none"> <li>• Scope: Install distribution batteries and microgrid controls to existing Sequim Community Solar and generator sources to implement a microgrid to serve Sequim fiber hut</li> <li>• Project Type: New, Defined</li> </ul>		
308 - Monroe Substation Fence Replacement		41,000
<ul style="list-style-type: none"> <li>• Scope: Replace existing old and rusting substation perimeter fencing with new District standard substation perimeter fencing.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>		
309 - Pallet Racking for Central Warehouse		21,500
<ul style="list-style-type: none"> <li>• Scope: Purchase and installation of pallet racking to maximize warehouse space; keeping inventory organized, safe and easy to access.</li> <li>• Project Type: New, Defined</li> </ul>		
310 - Fans for Central Warehouse		18,000
<ul style="list-style-type: none"> <li>• Scope: Purchase and installation of three large fans for year-round energy savings in both warm and cold weather.</li> <li>• Project Type: New, Defined</li> </ul>		
311 - Forks Truck Shop Security		14,000
<ul style="list-style-type: none"> <li>• Scope: A project to install 4 cameras to give coverage of garage door entrances as well as the yard where vehicles are parked.</li> <li>• Project Type: New, Defined</li> </ul>		

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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**Other Projects** (continued)

312 - Forks Operations Center Equipment Shed		350,000
	<ul style="list-style-type: none"> <li>• Scope: A project to build a 60' by 100' pole building enclosed on 3 sides to be used for equipment and vehicle storage. The building will include 120V circuits for lights and plug-ins.</li> <li>• Project Type: New, Defined</li> </ul>	
313 - Deer Park Substation Yard Expansion & Retaining Wall		120,000
	<ul style="list-style-type: none"> <li>• Scope: A project to install a retaining wall to stop erosion of the substation yard, including expansion of an additional 20', giving better access to substation equipment by truck. Includes procurement of a Right of Way (ROW).</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
314 - Substation Video Cameras		15,200
	<ul style="list-style-type: none"> <li>• Scope: Projects to install a minimum of one thermal camera facing substation for both security and functionality purposes. Includes door contacts and possibly infrared system around the transformers and regulators. Olympic Substation and Deer Park Substation are the focus for 2023.</li> <li>• Project Type: New, Defined</li> </ul>	
315 - Water Way Walking Path		9,000
	<ul style="list-style-type: none"> <li>• Scope: A project to install a low maintenance walking path around the grounds of the Administration building for employees to use.</li> </ul>	

**Tools** **44,000**

722 - Milwaukee M18 Force Logic 10,000 PSI Hyd. Pmp. w/Bat.		6,000
723 - Sonetics 3-Person Wireless Headset		7,000
724 - Infrared Camera for Line Inspection		8,000
725 - ARI Hetra Lifting Table (TT-2000)		6,700
726 - Recovery, Recharge Robinair ROB AC 1234-9 & Attm.		10,300
727 - Miller Welder Multimatic 225		6,000

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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<b>Transmission</b>	<b>2,636,500</b>
200.23 - Transmission Pole Relocations	80,000
<ul style="list-style-type: none"> <li>• Scope: Projects to relocate transmission poles not part of a planned, named project.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>	
201.23 - Transmission Pole Replacements	80,000
<ul style="list-style-type: none"> <li>• Scope: Projects to replace transmission poles not part of a planned, named project.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>	
203.23 - SCADA Enhancements	60,000
<ul style="list-style-type: none"> <li>• Scope: Projects to provide incremental improvement or enhancements to SCADA.</li> <li>• Project Type: New, Recurring</li> </ul>	
204.23 - Substation Battery Charging & Monitoring	15,500
<ul style="list-style-type: none"> <li>• Scope: Projects to install battery monitoring equipment at various substations.</li> <li>• Project Type: New, Recurring</li> </ul>	
207.23 - Forks Rebuild & Reconsolidation	28,000
<ul style="list-style-type: none"> <li>• Scope: Replace all 40+ year old substation equipment, add SCADA capabilities, replace fence and grounding to increase safety, and improve site drainage and surface to correct standing water issues.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
211.23 - Gunstone Transmission Rebuild	176,000
<ul style="list-style-type: none"> <li>• Scope: A multi-phase project between 1170 and 1180 to replace existing wood poles with fiberglass poles.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
213.23 - AP to BPA Transmission Rebuild & 115KV Upgrade	233,000
<ul style="list-style-type: none"> <li>• Scope: Complete final phase of the 69 to 115KV upgrade of the central feeder.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
214.23 - Hwy 101 – Sappho to Forks	272,000
<ul style="list-style-type: none"> <li>• Scope: A multi-phase project between Sappho and Forks to replace existing wood transmission poles with fiberglass poles.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
217.23 - PA Switchyard & Circuit Switchers (Liberty Station)	600,000
<ul style="list-style-type: none"> <li>• Scope: Install switchyard and circuit switchers adjacent to BPA Port Angeles to split B1206 loads to serve both eastern and central feeders.</li> <li>• Project Type: New, Defined</li> </ul>	
221.23 - Neah Bay Transformer Replacement	555,000
<ul style="list-style-type: none"> <li>• Scope: A project to replace old Neah Bay transformer with a new 10 MVA transformer.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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**Transmission** (continued)

224.23 – Recondition/Repair 69KV Mobil Transformer	200,000
<ul style="list-style-type: none"> <li>• Scope: Rehabilitation of existing mobile substation which will extend the lifespan by 15-20 years. Includes refurbishing existing 10 MVA power transformer, replace leaking radiators, and other equipment.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
225 - Calawah Circuit Switcher Replacement	21,000
<ul style="list-style-type: none"> <li>• Scope: A project to replace old Calawah Substation circuit switcher with new circuit switcher.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
226 - Neah Bay Circuit Switcher Replacement	115,000
<ul style="list-style-type: none"> <li>• Scope: A project to replace old Monroe Substation distribution breakers with new breakers.</li> <li>• Project Type: R&amp;R, Defined</li> </ul>	
228 - Regulator Replacements	106,000
<ul style="list-style-type: none"> <li>• Scope: Projects to replace old voltage regulators with new voltage regulators.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>	

**Transportation** **1,813,646**

431.23 - 37' Bucket Truck (Meter Shop)	168,700
432.23 - Chipper (Forks Tree Crew)	109,300
436.23 - Skid Steer (Forks)	71,300
437.23 - Small Crane Truck (Carlsborg Ops)	154,100
442 - Bucket Truck to Replace #208-09	405,200
443 - Digger Derrick to Replace #91-03	506,500
444 - Excavator to Replace #167-08	88,500
445 - Foreman Truck to Replace #249-11	88,500
446 - Lift Gate for #321-22	4,700
447 - Welder, Compressor, & Generator for #300-19	28,700
448 – Ditch Witch Vac Trailer	138,814
449 - Felling Trailer	49,332

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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<b>Water</b>		<b>7,952,436</b>
900.23 - Meters		20,000
901.23 - Service Capital Projects		50,000
<ul style="list-style-type: none"> <li>• Scope: Renewal and replacement of water service lines and service-related appurtenances.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>		
902.23 - Customer Requested Projects		139,778
<ul style="list-style-type: none"> <li>• Scope: Customer requested and funded projects and new service connections.</li> <li>• Project Type: New, Recurring</li> </ul>		
903.23 - SCADA Telemetry Upgrade		32,000
<ul style="list-style-type: none"> <li>• Scope: Renewal, replacement and upgrade of SCADA equipment including instrumentation, controls and communication.</li> <li>• Project Type: New or R&amp;R, Recurring</li> </ul>		
905.23 - Pump Replacement		26,500
<ul style="list-style-type: none"> <li>• Scope: Renewal, replacement and upgrade of source of supply and distribution pumping equipment.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>		
907.23 - Capital Tools		35,000
908.23 - WSDOT Projects		51,751
<ul style="list-style-type: none"> <li>• Scope: WSDOT work at Bagley Creek is complete, the District has follow-up water distribution system work that needs to be completed. A ten-inch water main crossing under Hwy 101 to the east of Bagley Creek will be rerouted under the "East Tributary". Also, a new short section of water main will be installed to connect the ends of the existing water mains near the intersection of Hwy 101 &amp; N. Bagley Creek Rd.</li> <li>• Project Type: REQ, Recurring</li> </ul>		
909.23 - Morse Creek Water Treatment Plant (WTP)		30,000
<ul style="list-style-type: none"> <li>• Scope: Renewal, replacement and upgrade of water treatment plant assets at Morse Creek WTP.</li> <li>• Project Type: R&amp;R, Recurring</li> </ul>		

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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**Water (System Specific)**

913.1.23 - Mt. Angeles NEW	1,056,234
<ul style="list-style-type: none"><li>• <b>Scope for 2023: Relocate Lower Pump Station</b> The existing lower LUD 3 Pump Station needs to be relocated outside of the geohazard zone. The District is in the process of purchase from the City of Port Angeles a new site on Golf Course Rd. Kennedy Jenks, the project consulting engineer, has prepared 90 percent design plans and specifications, which includes a pre-packaged pump station, a new inter-tie with the Morse Creek Line and new water lines to and from the new pump station. Scope for 2023 includes finalization of plans/specifications and the project construction phase.</li></ul>	
914.2.23 - Clallam Bay Sekiu Renew/Replace	5,459,247
<ul style="list-style-type: none"><li>• <b>Scope for 2023: Emergency Bypass Replacement</b> The bypass pipe was installed on Highway 112 along Clallam Bay east of Middle Point in response to a flood and landslide disaster. The pipe was laid down on the ground surface at the base of the guard rails. This project includes design/specifications, engineering consultation and construction of a new 8 inch water main to replace the emergency bypass pipe. FEMA funds are expected to be used to replace the pipe under the highway.</li><li>• <b>Scope for 2023: Main Replacements UPLO Sekiu, E&amp;W 112, CB</b> The project is in the construction phase and is funded by a Public Works Board Trust Fund loan. The first part of the construction in the upper Sekiu area is complete. The remain parts include lower Sekiu, Highway 112 west of Middle Point and in Clallam Bay from Frontier St. to Eagle Crest Way, along Bogechiel/Sol Duc/Kellogg to the Clallam Bay Reservoir outlet pipe, and several other side streets in Clallam Bay.</li></ul>	
916.1.23 - Carlsborg NEW	389,294
<ul style="list-style-type: none"><li>• <b>Scope for 2023: New Water Source, Transmission Line, Blend System + VL</b> As part of the 2013 Interlocal Agreement with Clallam County, a new well was drilled in Lot 8 of the Van-Lan development near the intersection of Old Olympic Highway and Carlsborg Rd. Clallam County has committed to obtaining the necessary water rights for withdrawing water from the new well. The proposed project will provide additional source capacity and clean water that can be used to treat existing LUD 10 well water, which has had steadily increasing nitrate contamination, by blending the water from each source. The project includes design and construction of a well site, transmission lines and a blending tank and new pump station. The project consulting engineer, BHC, has prepared a preliminary engineering report. The project phase in 2023 includes design, specifications and engineering consultation for the new facilities.</li></ul>	
917.1.23 - Evergreen NEW	201,806
<ul style="list-style-type: none"><li>• <b>Scope for 2023: New Reservoir serving Middle EVG</b> The project consulting engineer, Murraysmith, completed a storage study that indicated the need for more storage capacity in the Middle Evergreen Pressure Zone. Several future reservoir sites on Bell Hill and south of Happy Valley Rd were identified in the study report. This project phase includes a preliminary engineering economic evaluation to select a site, followed by property purchase.</li></ul>	

2023 Budget  
Capital Outflows & Project Summaries

**Budget Project by Category, *continued***

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**Water (System Specific, Continued)**

917.2.23 - Evergreen Renew/Replace 460,826

- **Scope for 2023: Study of Treatment Alternatives for Haller Wells**  
Rehabilitation of the Haller Wells is strategic in the development of source capacity to reliably meet future growth. There are water quality concerns regarding iron and manganese. Water treatment alternatives need to be developed and evaluated.
- **Scope for 2023: 8-inch Pipe on 7th Avenue**  
This pipe is a main extension that is needed to provide water service with adequate pressure to the entire proposed Legacy Ridge Phase 1 development. The pipe would convey water from the Middle Evergreen Pressure Zone (served by the R3 Reservoir) to the development. It would tap into the existing pipe on the discharge-side of the R2 Pump Station.

**Wastewater**

**85,060**

1003.23 - Sunshine I: Lower Lift Station 73,060

- **Scope:** Renewal and replacement of the lower wastewater collection lift station in Sunshine Acres I.
- **Project Type:** R&R, Defined

1005.23 - Miscellaneous Capital 12,000

- **Scope:** Renewal, replacement and upgrades to wastewater collection systems, dosing chambers, treatment systems and drain-fields.
- **Project Type:** R&R, Recurring



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October 24, 2022

Today I am speaking to the board on personal time off to make a statement:

On October 20, 2022 while in a debate broadcasted and recorded by KONP, Ken Hays, a candidate for PUD Commissioner, made a statement singling me out by name: *"I've also heard lead engineer John Purvis say publicly that he does not believe in battery storage, and the current battery technology, or that it will ever go anywhere, which is of course absurd"*. The audio link is posted to the Todd Ortloff show at MyClallamCounty.com and the statement was made 15 minutes into the debate. I believe this statement is a libelous and a demonstrably false characterization of my position, and damaging to me professionally. I have never made a statement remotely similar to what Ken Hays attributed to me.

On the PUD public website is a presentation titled "Future Power Supply Options & CETA" dated 9/14/2020, as is an audio recording of the board meeting. Starting at presentation page 76 is my discussion of near future financial viability of a proposed 9.6-million-dollar large scale battery project. The battery will reduce BPA demand charges and lower rates for customers. On my recommendation, the board authorized a restricted account to fund the project as battery costs decline to the point of financial viability. Additional funds were added to the account in subsequent budgets. The planned PUD battery project was originated by me and is clear evidence of my position on batteries, as are other recorded statements made to the board.

I regularly work with community leaders and organizations whose members have heard the disparaging false statement about me in the broadcast. This includes county and municipal leaders, utility organizations and professionals, as well as the EDC, NODC, PNNL and Tribes. It is very likely there will be a loss of trust and harm to the District's collaborative efforts on energy projects with our partners in the community.

During my 39-year energy systems career in the US Navy and public utilities, I have never publicly commented on false statements made in political campaigns. But the recent disparaging and damaging statement falsely attributed to me and broadcast to the community is far outside of any acceptable boundaries, even for politics.

I respectfully request this board authorize the general manager to take specific action to mitigate this injustice and damage to my professional reputation, and the collateral damage to the District. This should include prominently displaying this statement on the public PUD website and forwarding the same statement to all PUD employees. And also, to draft a cover letter to this statement and forward to KONP and the Ken Hays campaign. The cover letter should request that all reasonable actions be taken to correct the misinformation about me, and attempt to undo the damage done. Lastly, I request this complete statement appear in its entirety in board minutes for this meeting.

Thank you and I will now excuse myself from this meeting.

John Purvis, PE  
Assistant General Manager  
Clallam County PUD