



2024 Preliminary Budget

Public Utility District #1 of Clallam County, Washington

For the Fiscal Year Ending December 31, 2024

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Introductory Section



2024 Budget
Introductory Section

Opening Letter

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, 2024, and ending December 31, 2024. This budget serves as a financial plan that guides the spending of the District for the upcoming 12 months of operation.

The 2024 budget process is unique in that we are simultaneously conducting a cost of service study for the Electric Division. The electric rate revenues in this preliminary budget are for illustration purposes only. Once the Electric cost of service study is complete, staff will update all impacted budget lines for the final 2024 budget presentation. On June 12, 2023, the cost of service studies for Water and Wastewater were completed and presented to the Board. On July 31, 2023, the Board voted and passed resolutions establishing rate schedules for the Water and Wastewater Divisions. Those increases are reflected here.

Highlights of the 2024 preliminary budget are outlined below:

- Rate Adjustments:

Division	Rate Adj.	Eff. Date
<i>Electric</i>	<i>TBD</i>	<i>TBD</i>
<i>Water</i>	<i>15.0%</i>	<i>10/1/2023</i>
<i>Water</i>	<i>4.75%</i>	<i>3/1/2024</i>
<i>Wastewater</i>	<i>9.0%</i>	<i>9/1/2023</i>
<i>Wastewater</i>	<i>9.0%</i>	<i>3/1/2024</i>

- Purchased Power increased \$7.56M due to the discontinuation of Bonneville Power Administration's Reserves Distribution Clause for power and nominal load increases.
- Personnel increased \$3.17M due to 2023-2026 Collective Bargaining Agreement increases and inflationary driven increases for non-represented personnel.
- To address the ongoing challenges caused by supply chain disruptions, the District has proactively worked to boost inventory levels for key materials and continues to explore new products and manufacturers to mitigate escalating prices.
- Capital increased \$1.79M for the combined utility, excluding personnel.

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 2024 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

2024 Budget
Introductory Section

Budget Design

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 cash basis. In other words, the budget is 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.

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.

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.

2024 Budget
Introductory Section

Budget Design, *continued*

Purchased Resources

Power – The District procures 99% of its power supply from Bonneville Power Administration. That power is procured under a Load Following Power Purchase Agreement (PPA). The District's current PPA is in place through September 30, 2028. The remaining 1% of the District's power supply is procured from Energy Northwest's Packwood Project. The quantity of power procured each year is based on an average temperature year and forecasted need. Forecasted power needs reflect service growth and flat energy consumption attributed to the District's aggressive conservation 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 program. The financing levels are governed by the District's financial policy which includes a Debt Service Coverage target of 2.0x and a Debt to Asset Ratio of 40% or less. The District's debt portfolio is comprised of revenue bonds, Public Works Trust Fund Loans and State Revolving Fund Loans.

Capital Costs

The District's objective to "Ensure Reliable Supply" drives 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.

2024 Budget
Introductory Section

Budget Design, *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 by improving the District's power factor. An initial transfer of \$5.75M was made to the fund in 2020. Transfers of \$575,000 are made each year to the fund. The project is expected to take place in 2025/2026.

Rate Stabilization Fund – Established in 2010 to meet the Debt Service Coverage Target per the District's bond indentures. 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.

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.

2024 Budget
Introductory Section

2024 Budget Summary

Electric		Water		Wastewater	
Inflows	Budget	Inflows	Budget	Inflows	Budget
Sales	77,142,525	Sales	6,434,872	Sales	98,557
Other	6,351,597	Other	56,304	Other	-
Interest	625,755	Interest	12,561	Interest	1,652
FEMA	-	FEMA	2,187,726	Loan Proceeds	-
Customer Contr.	1,098,000	Customer Contr.	111,600	Capital Fund Trf	26,000
DSR Transfer	<u>152,905</u>	Loan Proceeds	1,700,000		<u>126,209</u>
	85,370,782	Capital Fund Trf	<u>3,000,000</u>		
			13,503,063		
Outflows		Outflows		Outflows	
Conservation	568,800	Purch. Resources	280,000	Labor & Benefits	29,706
Purch. Resources	31,390,189	Labor & Benefits	2,426,914	O&M, Admin.	36,684
Labor & Benefits	25,048,015	O&M, Admin.	1,487,077	Taxes	500
O&M, Admin.	9,041,952	Taxes	284,070	Debt	5,918
Taxes	4,804,646	Debt	1,291,446	Capital	<u>50,271</u>
Debt	3,377,570	Capital	<u>7,733,816</u>		123,079
Capital	12,648,044		13,503,323		
Fund Transfers	<u>645,000</u>				
	87,524,216				
Net Change in Operating Fund	(2,153,434)	Net Change in Operating Fund	(260)	Net Change in Operating Fund	3,130
Fund Balances 12/31					
Operating Fund	\$35,001,118	Operating Fund	\$270,411	Operating Fund	\$97,962
<i>Designated or Restricted Funds</i>					
CETA Fund	8,692,869	Debt Service Rsv	3,920	Capital Fund	140,979
Rate Stbln. Fund	4,395,583	Capital Fund	750,886		
Debt Service Fund	2,014,021				
Debt Service Rsv	1,611,558				

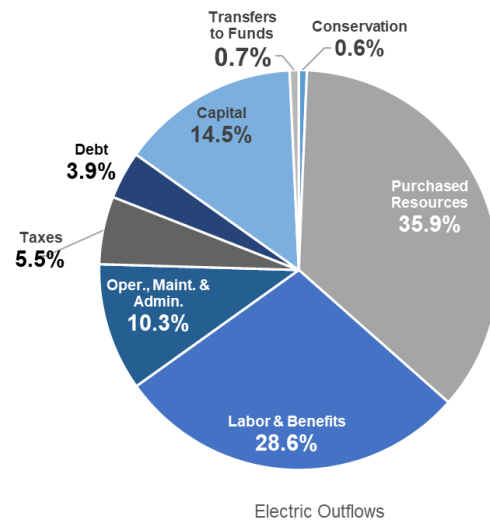
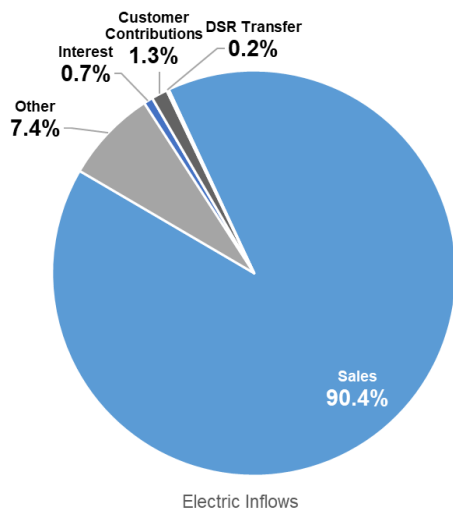
Division Summary



2024 Budget
Division Summary

Electric

	2024	2023	2022
Inflows	Budget	Projected	Actual
Sales	77,142,525	75,160,109	72,638,019
Other	6,351,597	3,815,364	5,000,603
Interest	625,755	2,003,363	341,285
FEMA	-	709,809	28,532
Customer Contributions	1,098,000	1,100,000	1,800,371
Bond Proceeds	-	-	8,123,917
DSR Transfer	152,905	133,681	117,943
	85,370,782	82,922,326	88,050,670
Outflows			
Conservation	568,800	325,623	568,623
Purchased Resources	31,390,189	25,175,907	29,555,292
Labor & Benefits	25,048,015	22,129,161	19,793,228
Oper., Maint. & Admin.	9,041,952	10,420,049	8,515,662
Taxes	4,804,646	5,253,748	4,995,923
Debt	3,377,570	3,533,913	3,516,489
Capital	12,648,044	9,054,321	6,973,693
Fund Transfers	645,000	755,438	10,200,191
	87,524,216	76,648,160	84,119,101
<i>Net Change in Operating Fund</i>	<i>(2,153,434)</i>	<i>6,274,166</i>	<i>3,931,569</i>



2024 Budget
Division Summary

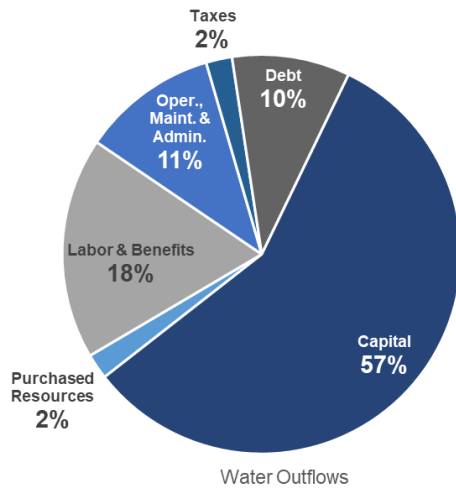
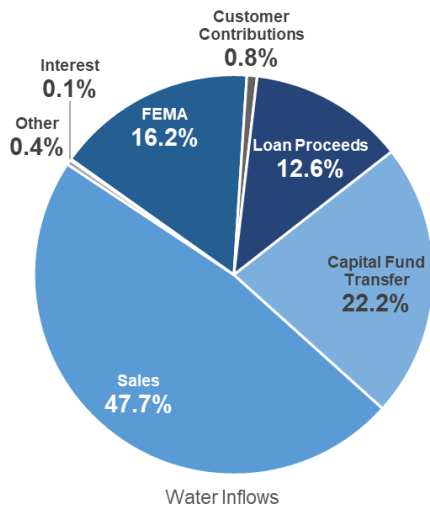
Electric, *continued*

	2024	2023	2022
<i>Net Change to Designated or Restricted Funds</i>	Budget	Projected	Actual
CETA Fund	689,935	970,066	681,482
Rate Stbln. Fund	70,000	180,438	234,384
Debt Service Funds	(101,524)	45,757	(9,772)
Debt Service Reserve Fund	(152,905)	(133,681)	(1,546,144.46)
	505,506	1,062,580	(640,050)
Fund Balances 12/31			
Operating Fund	35,001,118	37,154,552	30,880,386
CETA Fund	8,692,869	8,002,934	7,032,868
Rate Stbln. Fund	4,395,583	4,325,583	4,145,145
Debt Service Funds	2,014,021	2,115,544	2,069,788
Debt Service Reserve Fund	1,611,558	1,764,463	1,898,144
<i>Total Designated or Restricted Funds</i>	16,714,031	16,208,525	15,145,945
Total	\$51,715,149	\$53,363,077	\$46,026,331

2024 Budget
Division Summary

Water

	2024	2023	2022
Inflows	Budget	Projected	Actual
Sales	6,434,872	5,169,550	4,983,617
Other	56,304	29,817	60,528
Interest	12,561	102,440	10,530
FEMA	2,187,726	711,981	29,216
Customer Contributions	111,600	97,929	144,110
Loan Proceeds	1,700,000	4,500,000	166,055
Capital Fund Transfer	3,000,000	684,761	1,809,967
	13,503,063	11,296,478	7,204,023
Outflows			
Purchased Resources	280,000	247,278	221,604
Labor & Benefits	2,426,914	2,200,865	1,864,020
Oper., Maint. & Admin.	1,487,077	1,266,070	1,260,625
Taxes	284,070	267,052	246,447
Debt	1,291,446	1,003,730	769,364
Capital	7,733,816	6,311,483	3,210,074
	13,503,323	11,296,478	7,572,134
<i>Net Change in Operating Fund</i>	<i>(260)</i>	<i>-</i>	<i>(368,111)</i>



2024 Budget
Division Summary

Water, *continued*

	2024	2023	2022
Fund Balances 12/31	Budget	Projected	Actual
Operating Fund	270,411	270,671	270,671
Debt Service Fund	3,920	3,924	3,926
Capital Fund	3,070,661	3,410,289	3,081,727
Interest	57,609	*	*
Capital Facil/Fire Protection Charges	622,616	345,133	328,562
Capital Fund Transfer	(3,000,000)	(684,761)	(1,809,967)
	750,886	3,070,661	3,410,289
Total	\$1,025,217	\$3,345,256	\$3,684,886

**Interest presented separately in 2024 only.*

2024 Budget
Division Summary

Wastewater

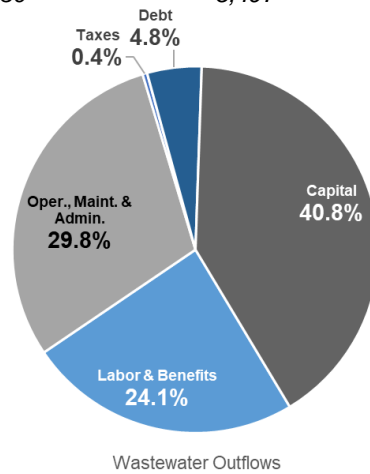
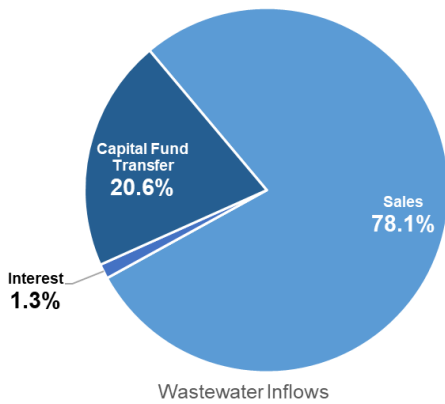
	2024	2023	2022
Inflows	Budget	Projected	Actual
Sales	98,557	85,193	79,485
Other	-	82	132
Interest	1,652	4,758	1,392
Customer Contributions	-	-	795
Loan Proceeds	-	-	-
Capital Fund Transfer	26,000	-	-
	126,209	90,033	81,804
Outflows			
Labor & Benefits	29,706	38,835	27,907
Oper., Maint. & Admin.	36,684	27,209	21,615
Taxes	500	508	434
Debt	5,918	5,984	6,049
Capital	50,271	12,000	86
	123,079	84,536	56,091

Net Change in Operating Fund

3,130

5,497

25,713



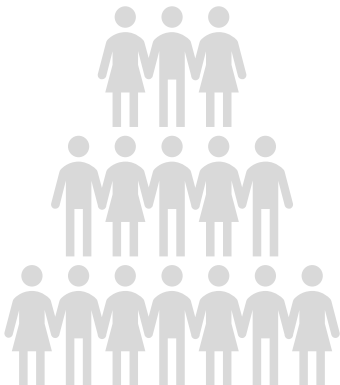
2024 Budget
Division Summary

Wastewater, *continued*

	2024	2023	2022
Fund Balances 12/31	Budget	Projected	Actual
Operating Fund	97,962	94,832	89,335
Capital Fund	157,562	150,120	143,815
Interest	988	*	*
Capital Maintenance Funds	8,429	7,442	6,305
Capital Fund Transfer	(26,000)	-	-
	140,979	157,562	150,120
Total	\$238,941	\$252,394	\$239,455

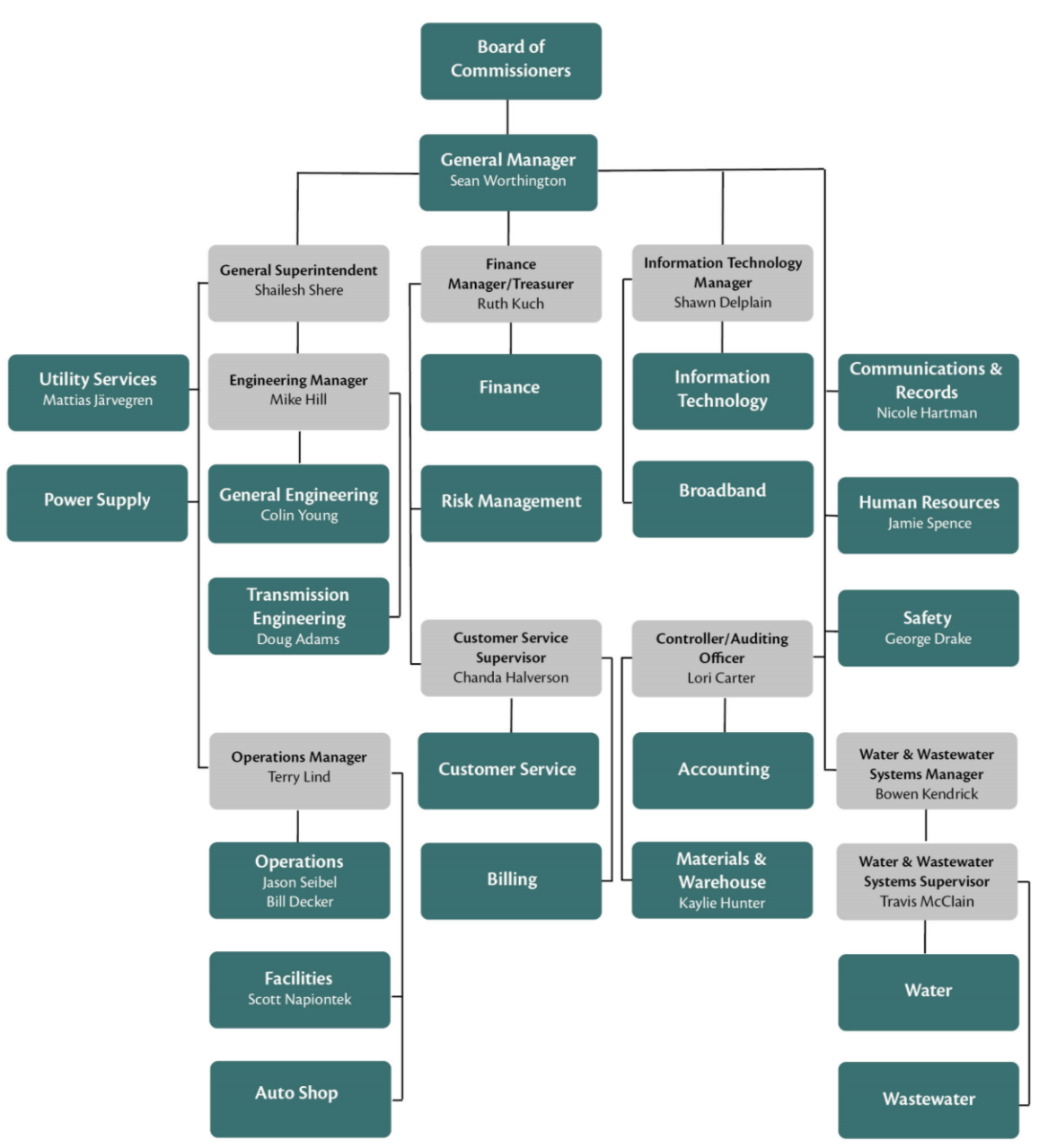
**Interest presented separately in 2024 only.*

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.



2024 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 2024		Budget Year 2023	
Accounting		Accounting	
	5		5
Accountant	1	Accountant	1
Accounting Specialist II	2	Accounting Specialist I	1
Controller Auditing Officer	1	Accounting Specialist II	1
Senior Accountant	1	Controller Auditing Officer	1
		Senior Accountant	1
Auto Shop		Auto Shop	
	7		7
Auto Shop Assistant	1	Auto Shop Assistant	1
Auto Shop Foreman	1	Auto Shop Foreman	1
Mechanic Class II	2	Mechanic Class I	1
Mechanic Class III	2	Mechanic Class II	1
Mechanic Trainee	1	Mechanic Class III	2
		Mechanic Trainee	1
Billing		Billing	
	3		3
Computer Operations Specialist	2	CIS Applications Specialist	1
Customer Information & Meter Support Specialist	1	Computer Operations Specialist	2
Board of Commissioners		Board of Commissioners	
	3		3
Commissioner	3	Commissioner	3
Broadband		Broadband	
	2		2
Network Administrator	1	Broadband Supervisor	1
Network Technician	1	Network Technician	1
Communications & Records		Communications & Records	
	5		5
Communications & Government Relations Mngr	1	Communications & Government Relations Mngr	1
Records Specialist	2	Records Coordinator	1
Records Technician	2	Records Specialist	2
		Records Technician	1

2024 Budget
Personnel

Personnel by Department, *continued*

Budget Year 2024		Budget Year 2023	
Customer Service		Customer Service	
	19		18
Credit/Collections Specialist	1	Credit/Collections Specialist	1
Customer Service Coordinator	1	Customer Service Coordinator	1
Customer Service Receptionist	1	Customer Service Receptionist	1
Customer Service Representative	10	Customer Service Representative	10
Customer Service Supervisor	1	Customer Service Supervisor	1
Customer Service Support Specialist	2	Customer Service Support Specialist	1
Lead Customer Service Representative	3	Lead Customer Service Representative	3
Facilities		Facilities	
	11		9
Electrician	1	Facilities Assistant	1
Facilities Assistant	1	Facilities Custodian	2
Facilities Custodian	2	Facilities Maintenance Supervisor	1
Facilities Maintenance Supervisor	1	Flagger/Facilities Helper	4
Flagger/Facilities Helper	5	Maintenance Foreman	1
Maintenance Foreman	1		
Finance		Finance	
	3		3
Finance Coordinator	1	Finance Coordinator	1
Finance Manager/Treasurer	1	Finance Manager/Treasurer	1
Financial Analyst II	1	Financial Analyst II	1
General Engineering		General Engineering	
	10		11
Distribution Systems Supervisor	1	Contracts Coordinator	1
Engineer I	1	Distribution Systems Supervisor	1
Engineer II	1	Engineer I	1
Engineering Manager	1	Engineering Manager	1
Engineering Tech I	2	Engineering Tech I	1
Engineering Tech II	2	Engineering Tech II	2
Senior Power Systems Project Coordinator	2	GIS Specialist	1
		Power Systems Project Coordinator	1
		Senior Power Systems Project Coordinator	1
		Student Intern	1

2024 Budget
Personnel

Personnel by Department, *continued*

Budget Year 2024		Budget Year 2023	
General Manager		General Manager	
	5		3
Contracts Coordinator	1	Assistant General Manager	1
Executive Assistant	1	Executive Assistant	1
General Manager	1	General Manager	1
General Superintendent	1		
Grant Writer & Analyst	1		
Human Resources		Human Resources	
	5		5
Benefits Analyst	1	Benefits Analyst	1
HR & Safety Administrative Coordinator	1	HR & Safety Administrative Coordinator	1
Human Resources Manager	1	HR Admin Assistant	1
Payroll Coordinator	2	Human Resources Manager	1
		Payroll Coordinator	1
Information Technology		Information Technology	
	5		5
Business Analyst	1	Business Analyst	1
Desktop Technician	1	Desktop Technician	1
Information Technology Manager	1	GIS/SCADA Administrator	1
Systems Administrator	1	Information Technology Manager	1
Senior Systems Administrator	1	Systems Administrator	1
Materials & Warehousing		Materials & Warehousing	
	6		6
Inventory Control Specialist	1	Inventory Control Specialist	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

2024 Budget
Personnel

Personnel by Department, *continued*

Budget Year 2024		Budget Year 2023	
Operations	57	Operations	57
Apprentice Lineman	4	Apprentice Helper	1
Apprentice Meter Technician	1	Apprentice Lineman	2
Apprentice Tree Trimmer	2	Apprentice Meter Technician	1
Directional Bore Operator	1	Apprentice Tree Trimmer	1
Line Foreman	5	Directional Bore Operator	1
Lineman	14	Line Foreman	5
Meter Foreman	1	Lineman	15
Meter Helper	3	Meter Foreman	1
Meter Reader Class I	1	Meter Helper	2
Meter Reader Class II	1	Meter Reader Class I	1
Meter Technician	1	Meter Reader Class II	1
Operations Administrative Coordinator	1	Meter Reader Class III	1
Operations Assistant	2	Meter Technician	1
Operations Manager	1	Operations Administrative Coordinator	1
Operations Superintendent	2	Operations Assistant	2
Pool Flagger	4	Operations Manager	1
Right of Way Maintenance Operator	2	Operations Superintendent	2
Serviceman Representative	4	Pool Flagger	5
Student Brush Cutter	3	Right of Way Maintenance Operator	2
Tree trimmer	2	Serviceman Representative	4
Tree Trimming Foreman	2	Student Brush Cutter	2
		Tree trimmer	2
		Tree Trimming Brushing Assistant	1
		Tree Trimming Foreman	2
Power Supply	1	Power Supply	1
Power Analyst II	1	Power Analyst II	1
Safety	1	Safety	1
Safety Manager	1	Safety Manager	1

2024 Budget
Personnel

Personnel by Department, *continued*

Budget Year 2024		Budget Year 2023	
Transmission Engineering		Transmission Engineering	
	8		8
Electric Equipment & Environmental Specialist	1	Electric Equipment & Environmental Specialist	1
Engineer III	1	Electrician	1
Relay Technician	1	Engineer III	1
Substation Apprentice	1	Relay Technician	1
Substation Foreman	1	Substation Foreman	1
Substation Technician	1	Substation Technician	1
Transmission & Substations Sys Supervisor	1	Transmission & Substations Sys Supervisor	1
Utility Land Surveyor	1	Utility Systems Land Agent I/II	1
Utility Services		Utility Services	
	2		2
Utility Services Advisor I	1	Utility Services Advisor I	1
Utility Services Supervisor	1	Utility Services Supervisor	1
Water		Water	
	14		16
Sr Water & Wastewater Tech	4	Sr Water & Wastewater Tech	5
Sr Wtr & Wastewater Tech - Water Quality Shift	1	Sr WWW Tech-Wtr Quality Lead	1
Water & Wastewater Foreman	1	Student Intern	1
Water & Wastewater Meter Helper	1	Water & Wastewater Foreman	2
Water & Wastewater Tech	2	Water & Wastewater Tech	1
Water Quality Foreman	1	Water Helper/Meter Reader	1
Water Sr. Civil Engineer	1	Water Sr. Civil Engineer	1
Wtr Wastewater Administrative Assistant	1	Wtr Wastewater Administrative Assistant	1
Wtr Wastewater Supervisor	1	Wtr Wastewater Supervisor	1
WWW Systems Manager	1	WWW Systems Manager	2
Grand Total	172	Grand Total	170

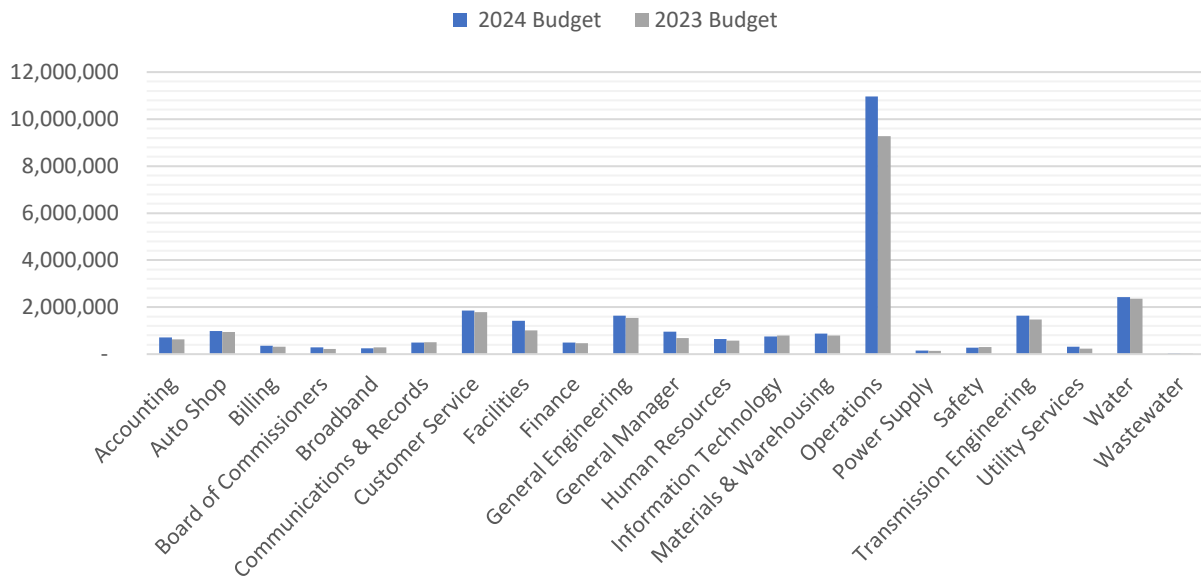


2024 Budget
Personnel

Personnel by Department, *continued*

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

	2024 Budget	2023 Budget	Change	% Change
Accounting	706,800	631,284	75,516	12%
Auto Shop	982,549	940,788	41,761	4%
Billing	360,305	315,600	44,705	14%
Board of Commissioners	284,816	214,764	70,052	33%
Broadband	252,237	288,096	(35,859)	-12%
Communications & Records	496,688	505,836	(9,148)	-2%
Customer Service	1,853,440	1,785,768	67,672	4%
Facilities	1,419,303	1,010,148	409,155	41%
Finance	488,696	462,777	25,919	6%
General Engineering	1,642,722	1,536,312	106,410	7%
General Manager	957,442	684,492	272,950	40%
Human Resources	645,457	572,892	72,565	13%
Information Technology	754,636	787,116	(32,480)	-4%
Materials & Warehousing	868,596	786,348	82,248	10%
Operations	10,960,208	9,276,360	1,683,848	18%
Power Supply	146,828	137,520	9,308	7%
Safety	272,108	301,308	(29,200)	-10%
Transmission Engineering	1,637,195	1,467,444	169,751	12%
Utility Services	317,989	232,764	85,225	37%
Water	2,426,914	2,353,494	73,420	3%
Wastewater	29,706	37,327	(7,621)	-20%
Grand Total	27,504,635	24,328,438	3,176,197	13%



Budget Year Organizational Changes

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

Overall Assumptions

- The 2024 budget reflects higher-than-budgeted 2023 salary increases for some Union positions as negotiated in the 2023-2026 Collective Bargaining Agreement (CBA). These changes went into effect in January for many positions, increasing the overall budgeted change year over year.
- Staff positions received a cost-of-living increase in January 2023.
- Healthcare Insurance Premiums are expected to increase again in 2024.

Department Changes

- **Board of Commissioners** – Compensation limits for Commissioners are adjusted every 5 years for inflation by RCW. The budgeted change reflects this limit increase.
- **Customer Service** – Added a Customer Service Representative & plan to replace a part time Customer Service Representative with a full time Customer Service Support Specialist (both are reflected in the table count).
- **Facilities** – Added a Flagger/Facilities Helper and moved the in-house Electrician from Transmission Engineering.
- **General Engineering** – Added an Engineer I and removed a Student Intern.
- **General Manager** – Added a Grant Writer & Analyst and moved the Contracts Coordinator from General Engineering.
- **Operations** – The largest impact of the CBA-driven wage increase can be seen here as well as various promotions and job shifts. By headcount, Apprentice Lineman, Meter Helper, and Student Brush Cutters increased and Lineman, Meter Technician, and Pool Flagger decreased. Apprentice Helper was eliminated.
- **Transmission Engineering** – Added a Substation Apprentice and moved the in-house Electrician to Facilities.
- **Utility Services** – Changed the Utility Services Advisor from part time to full time.
- **Water** – Reduced headcount due to the overlap of WWW Systems Manager (succession in 2023) and elimination of a student intern. Other position changes and restructuring occurred.
- **Wastewater** – Reduced budget due to lower labor allocation based on forecasted work and actual hours worked in 2023.

Operations & Maintenance Expenses & Other Outflows



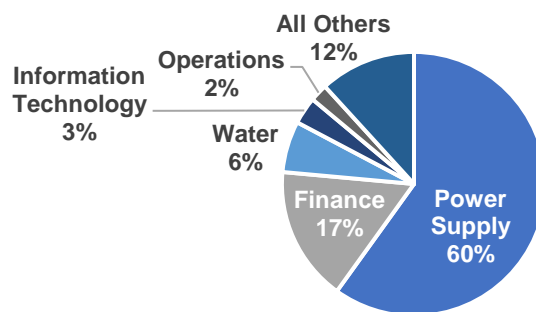
2024 Budget
Operations & Maintenance Expenses & Other Outflows

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.

	Budget
Accounting	134,700
Auto Shop	826,300
Billing	259,862
Board of Commissioners	258,547
Broadband	152,181
Communications & Records	278,100
Customer Service	111,384
Facilities	534,582
Finance	8,791,093
General Engineering	73,020
General Manager	385,600
Human Resources	290,581
Information Technology	1,775,766
Materials & Warehousing	1,132,217
Operations	1,148,059
Power Supply	31,890,420
Risk Management	861,693
Safety	108,500
Transmission Engineering	179,456
Utility Services	636,096
Water	3,342,593
Wastewater	43,102
Grand Total	53,213,852



2024 Budget

Operations & Maintenance Expenses & Other Outflows

Electric Division by Function & Activity Code

	Budget
Travel, Training, & Other Employee-Specific Expenses	569,656
6255 - Per Diem	60,317
6260 - Travel Expense	104,365
6261 - Mileage - Taxable	17,115
6262 - Mileage - Non Taxable	40,204
6265 - Training Expense	267,036
6266 - Tuition Expense	7,700
6280 - Employee Awards	31,400
6432 - Interview Costs	17,200
6433 - Misc Hiring Expense	10,250
6491 - Individual Dues	14,069
Taxes, Insurance, & Debt Service	9,043,984
1340 - Debt Service	3,377,570
6212 - Disability and Life	90,000
6420 - Property Insurance	220,742
6421 - Liability Insurance	627,951
6423 - Fidelity Insurance	1,500
6424 - General Insurance	11,575
6853 - Public Utility Tax	2,117,108
6857 - Privilege Tax	1,374,338
6862 - Wholesaling Tax	1,200
6863 - Service Tax	55,000
6864 - Retailing Tax	10,000
6871 - City of Sequim Tax	812,000
6872 - City of Port Angeles Tax	2,000
6873 - Quileute Tribal Council Tax	31,000
6874 - City of Forks Tax	265,500
6882 - Unemployment	25,000
6883 - Federal Excise Tax	1,500
6884 - Leasehold Tax	20,000

2024 Budget
Operations & Maintenance Expenses & Other Outflows

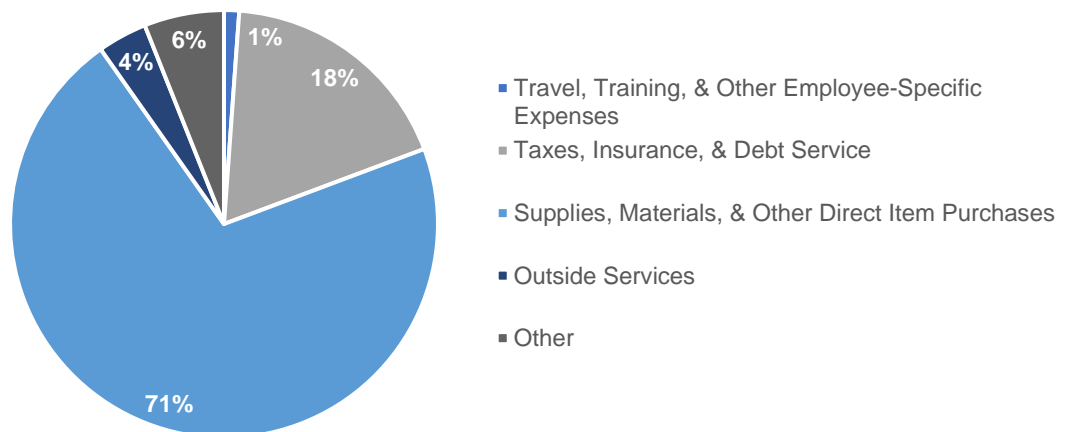
Electric Division by Function & Activity Code, *continued*

	Budget
Supplies, Materials, & Other Direct Item Purchases	35,342,987
6300 - Small & Attractive Assets (Tagged)	52,640
6310 - Stock	3,835,292
6311 - Inventory Issued to Capital	(2,798,700)
6315 - Other Material & Supplies	538,500
6316 - Other Tools & Equipment (Non-Tagged)	211,475
6318 - Utility Infrastructure Parts	11,700
6320 - Office Supplies	48,256
6321 - Forms	21,600
6322 - Subscriptions & Online Databases	51,545
6323 - Office Furniture	9,000
6330 - Janitorial Supplies	21,100
6340 - Communications Equipment	11,000
6350 - Computer & Tech Supplies	256,600
6352 - Software	869,940
6365 - Fleet Equipment Parts	245,000
6371 - Fuel	355,000
6374 - Hydraulic Supplies	9,000
6410 - Safety Expense	203,850
6730 - Purchased Power/Water	31,390,189
Outside Services	1,861,892
6415 - Auditing	116,000
6418 - Legal	195,000
6419 - Consulting	360,938
6440 - Equipment Rental	8,900
6442 - Contractual Services	768,808
6446 - Answering Service	92,004
6470 - Janitorial Service	30,000
6471 - Delivery Service	3,200
6481 - Maintenance Contracts	203,442
6497 - Equipment Repair Services	83,600

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Electric Division by Function & Activity Code, *continued*

	Budget
Other	3,009,638
1000 - Fund Transfers	645,000
1429 - Credit Balance Refunds	150,000
2327 - BPA/WX Loan Payments	10,000
2520 - Customer Advance Refunds	60,000
2521 - Rate Payer Assistance Payments	324,185
6361 - Postage	174,290
6443 - Telephone & Internet	373,658
6444 - Water Utility	22,140
6448 - Miscellaneous Utilities	107,040
6450 - Permits	7,300
6451 - Easements	24,600
6452 - Miscellaneous Expense	142,721
6480 - Leases	117,307
6489 - Advertising	202,140
6490 - Association Dues	255,147
6500 - PUD Rebates	568,800
6703 - Minor Claims	20,000
6721 - Expenses Transferred	(483,062)
8056 - Bank Fees	288,372
Grand Total	49,828,157



2024 Budget

Operations & Maintenance Expenses & Other Outflows

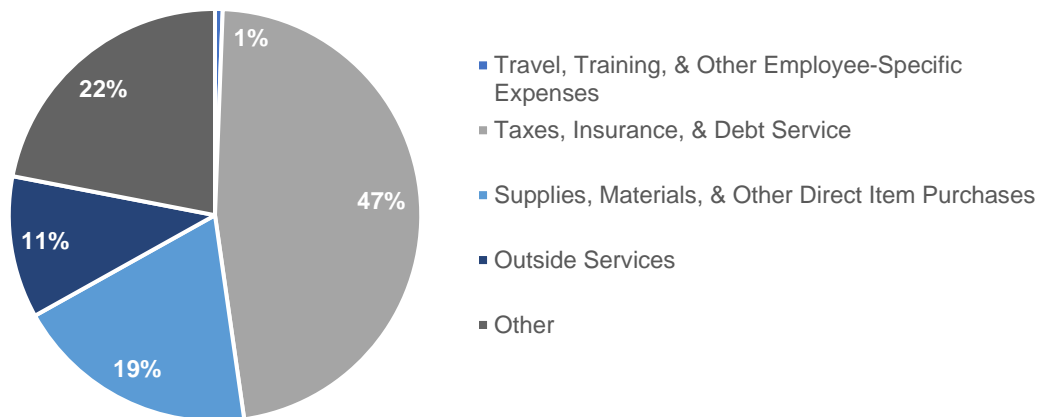
Water Division by Function & Activity Code

	Budget
Travel, Training, & Other Employee-Specific Expenses	20,092
6255 - Per Diem	1,200
6260 - Travel Expense	1,200
6261 - Mileage - Taxable	480
6262 - Mileage - Non Taxable	1,380
6265 - Training Expense	14,532
6270 - Crew Meals	1,000
6491 - Individual Dues	300
Taxes, Insurance, & Debt Service	1,575,516
1340 - Debt Service	1,291,446
6212 - Disability and Life	10,200
6853 - Public Utility Tax	246,500
6863 - Service Tax	12,000
6871 - City of Sequim Tax	15,000
6884 - Leasehold Tax	370
Supplies, Materials, & Other Direct Item Purchases	640,492
6300 - Small & Attractive Assets (Tagged)	17,652
6310 - Stock	117,648
6311 - Inventory Issued to Capital	(57,912)
6315 - Other Material & Supplies	67,608
6316 - Other Tools & Equipment (Non-Tagged)	17,652
6318 - Utility Infrastructure Parts	17,652
6319 - Chemical Products	64,212
6320 - Office Supplies	1,296
6322 - Subscriptions & Online Databases	8,820
6323 - Office Furniture	1,000
6350 - Computer & Tech Supplies	2,964
6352 - Software	12,100
6365 - Fleet Equipment Parts	13,500
6371 - Fuel	54,000
6374 - Hydraulic Supplies	700
6410 - Safety Expense	21,600
6730 - Purchased Power/Water	280,000

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Water Division by Function & Activity Code, *continued*

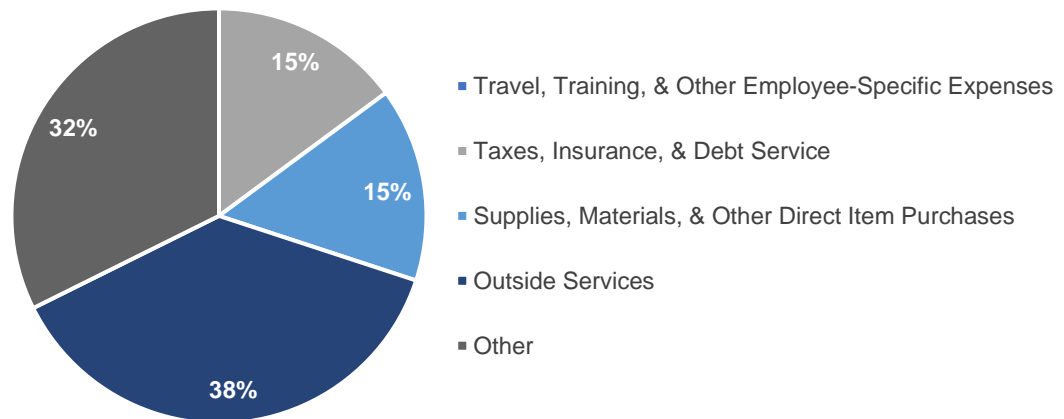
	Budget
Outside Services	372,301
6418 - Legal	52,000
6419 - Consulting	7,000
6440 - Equipment Rental	1,140
6442 - Contractual Services	191,931
6481 - Maintenance Contracts	115,230
6497 - Equipment Repair Services	5,000
Other	734,192
2520 - Customer Advance Refunds	4,500
6361 - Postage	7,600
6443 - Telephone & Internet	13,800
6445 - Electricity Utility	171,164
6450 - Permits	12,440
6452 - Miscellaneous Expense	8,336
6480 - Leases	23,880
6490 - Association Dues	2,410
6703 - Minor Claims	2,000
6720 - Equipment Cost	5,000
6721 - Expenses Transferred	483,062
Grand Total	3,342,593



2024 Budget
Operations & Maintenance Expenses & Other Outflows

Wastewater Division by Function & Activity Code

	Budget
Taxes, Insurance, & Debt Service	6,418
1340 - Debt Service	5,918
6863 - Service Tax	500
Supplies, Materials, & Other Direct Item Purchases	6,530
6315 - Other Material & Supplies	1,590
6316 - Other Tools & Equipment (Non-Tagged)	1,060
6318 - Utility Infrastructure Parts	2,500
6352 - Software	1,380
Outside Services	16,218
6442 - Contractual Services	16,218
Other	13,936
6443 - Telephone & Internet	343
6444 - Water Utility	412
6445 - Electricity Utility	3,696
6450 - Permits	3,180
6451 - Easements	212
6452 - Miscellaneous Expense	636
6720 - Equipment Cost	318
6721 - Expenses Transferred	5,139
Grand Total	43,102



2024 Budget

Operations & Maintenance Expenses & Other Outflows

Accounting Department Detail

Lori Carter, Controller/Auditing Officer

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		26,720
NWPPA/NISC/GFOA	6265	8,500
Travel Expense	6260	5,700
NWPPA CFO/Accounting Webinar Series ("2")	6265	3,000
APPA Education Institute, 2 day (1), Virtual (1 for all sessions)	6265	2,500
Per Diem	6255	2,290
Mileage - Non Taxable	6262	2,114
NISC MIC ("1")	6265	1,200
GFOA/WFOA Dues ("3")	6491	700
WPUA Finance Officer's Meeting ("4")	6265	400
Mileage - Taxable	6261	316
Supplies, Materials, & Other Direct Item Purchases		2,500
General Office Supplies	6320	1,200
NISC custom reports	6352	1,000
Tax forms	6321	300
Outside Services		105,000
State Auditors' Office Audit Services	6415	70,000
Moss Adams Consulting/Milliman Actuarial Study	6419	35,000
Other		480
GFOA Cert Submission	6452	480
Grand Total		134,700

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Auto Shop Department Detail

Terry Lind, Operations Manager

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		14,700
Per Diem	6255	4,800
Auto Shop Education Classes	6265	4,500
Travel Expense	6260	2,400
Fleet Managers Meetings	6265	1,500
Mileage - Non Taxable	6262	1,200
Mileage - Taxable	6261	300
Supplies, Materials, & Other Direct Item Purchases		749,775
Fuel, Gas, Diesel, DEF, Motor Oil	6371	355,000
Purchased Items (Filters, belts, brakes, starters, engine cmpts, batteries, exhaust)	6365	230,000
Inventory Purchased	6310	54,000
Welding, Bolts & Nuts, Wire, Metal, Adhesives	6315	51,400
Miscellaneous Tools	6316	19,600
Hand tools, pullers, front-end tool (For Forks Shop)	6316	15,000
Hydraulic Hose, Fittings & Connectors. Pumps, Hydraulic Oil	6374	9,000
New Diagnostic Scanner(s)	6300	7,000
Snap On Diagnostic Scanners ("2")	6316	5,600
Roll Around Pressurized Used Oil Drain (Forks Shop)	6316	1,300
Hydraulic Flow Meter 6-25gpm (Forks Shop)	6316	1,250
Hydraulic Flow Meter 0-10gpm (Forks Shop)	6316	1,000
AC Vacuum Pump ROB 15600	6316	800
AC Gauges Manifold Set ROB 412341	6316	650
AC Leak Detection Kit Rob-16235	6316	350
Magnum Compact Floor Mount Bender KMS Tools (Forks Shop)	6316	225
Project Material - Transportation	6311	(2,400)
Outside Services		98,120
Vehicle Maintenance & Repair Services	6497	38,700
Verizon GPS/Diagnostic	6442	35,000
Truck Boom Testing	6442	18,000
Safety Inspection, Motor Oil Disposal, SME Solutions tests	6442	4,820
Aramark Coveralls	6442	1,600
Other		(36,295)
Deliver Vehicles & Equipment & Education	6452	1,200
Allocation of Shared Services (from Water)	6721	(37,495)
Grand Total		826,300

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Billing Department Detail

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

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		6,982
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
Supplies, Materials, & Other Direct Item Purchases		22,700
Copy Paper / NISC Envelopes	6320	15,600
NISC Forms	6321	6,600
Furniture	6323	500
Outside Services		53,150
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	2,150
Other		177,030
NISC Utility Bill Postage	6361	132,300
Reserve Account Pitney Bowes - Main Office Postage	6361	39,375
Pitney Bowes Postage Machine Lease	6480	2,940
Branch Office postage	6361	1,890
United States Postal Service - PO Box rentals (Carlsborg & Forks)	6361	525
Grand Total		259,862

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Board of Commissioners Department Detail

Sean Worthington, General Manager

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		33,600
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
Supplies, Materials, & Other Direct Item Purchases		2,200
Misc. Supplies	6315	1,200
Office Supplies	6320	1,000
Other		222,747
WPUDA Dues (Washington Public Utility Districts Association)	6490	115,000
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
Grand Total		258,547

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Broadband Department Detail

Shawn Delplain, Information Technology Manager

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		9,375
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
Supplies, Materials, & Other Direct Item Purchases		38,700
Misc. Fiber Material (pigtails, 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
Outside Services		51,792
NoaNet Monitoring/Access	6419	44,292
Air Flo HVAC Maintenance (Fiber Huts & Network Nodes)	6442	7,500
Other		52,314
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
Grand Total		152,181

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Communications & Records Department Detail

Nicole Hartman, Communications & Government Relations Manager

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		23,000
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
Supplies, Materials, & Other Direct Item Purchases		15,200
Forms (Customer-facing rack cards, business cards, letterhead, envelopes)	6321	12,000
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
Outside Services		47,000
FreeDoc (Plus other consulting work)	6419	35,000
Fujitsu Warranty	6481	6,000
Canon Scanner Maintenance	6481	3,000
Kodak Retrieval Warranty	6481	3,000
Other		192,900
Events, Promotional Items	6489	75,000
Radio, Print Ads, Banners, Special Publications, Yellow Pages, Lobby	6489	65,000
HotLine Newsletter	6489	50,000
Shredding Services	6448	2,400
Records Roundup/Employee Incentives	6452	500
Grand Total		278,100

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Customer Service Department Detail

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

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		17,256
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
Supplies, Materials, & Other Direct Item Purchases		16,216
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
Redsson Online Portal	6322	1,020
Misc. Furniture	6323	1,000
Language Line Service - Interpretation Services	6322	600
Computer/Office Remit Equipment & Software	6315	500
Forms (Signature Cards)	6321	300
Outside Services		38,100
Loomis Armored Service (Carlsborg and 3 kiosk pickups - 2 PA, 1 SQ)	6442	25,200
Evergreen Financial Services Commissions	6442	12,000
Technology Unlimited - Maintenance Contract for Check Scanner (Remittance)	6481	900
Other		39,812
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
Grand Total		111,384

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Facilities Department Detail

Terry Lind, Operations Manager
 Scott Napiontek, Facilities Maintenance Supervisor

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		9,764
In-house Electrician Training	6265	5,000
Pesticide License & Certification	6265	2,400
Travel Expense	6260	1,500
Per Diem	6255	384
Mileage - Non Taxable	6262	360
Mileage - Taxable	6261	120
Supplies, Materials, & Other Direct Item Purchases		222,988
Misc. Small Components, Supplies, Gravel	6315	78,000
Miscellaneous Minor Facility Repair Material, Parts, & Supplies	6315	50,004
Landscaping SE (Mulch, fertilizer, shrubs, ice melt, caseron, sprinkler mnt., tool prts)	6315	33,000
Miscellaneous Tools (Not Small and Attractive)	6316	31,140
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
Replacement Furniture (Common area tables, chairs, cubicle walls)	6323	1,300
Janitorial Supplies	6330	600
Outside Services		202,300
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
Straits Electric Generator Maintenance (Electric Portion)	6481	9,000
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
Olympic Springs/Ferrel Gas Equipment Rental	6440	900
Misc. Contractual (Pest Control)	6442	600

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Facilities Department Detail, *continued*

	Activity Code	Budget
Other		99,530
Olympic DM Murreys 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	11,760
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
Olympic Region Clean Air Agency (ORCA) Annual Registration Fee	6452	650
City of Sequim Water Utility	6444	360
Elevator Operator Permit	6450	300
West Waste & Recycling Disposal Services	6448	240
Grand Total		534,582

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Finance Department Detail

Ruth Kuch, Finance Manager/Treasurer

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		25,569
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
WPUA Finance Officers Meetings ("4")	6265	3,000
Mileage - Non Taxable	6262	600
Notary Fees ("3")	6491	420
WSCPA Membership ("1")	6491	320
GFOA Memberships ("2")	6491	300
AICPA Membership ("1")	6491	295
Mileage - Taxable	6261	200
WPTA Dues ("3")	6491	150
Taxes, Insurance, & Debt Service		8,067,216
WA Dept of Revenue - Public Utility Tax	6853	2,487,553
WA Dept of Revenue - Privilege Tax	6857	1,374,338
2016 Bonds Debt Service	1340	902,025
2010 BABs Debt Service	1340	860,756
City of Sequim Tax (Includes pass through)	6871	812,000
2018 Bonds Debt Service	1340	713,200
2022 Bonds Debt Service	1340	708,651
City of Forks Tax (Includes pass through)	6874	265,500
2014 Bonds Debt Service	1340	192,938
WA Department of Revenue - Service Tax	6863	55,000
Quileute Tribal Council Tax (Includes pass through)	6873	31,000
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
Renewable Energy Cost Recovery Credit - Public Utility Tax	6853	(370,445)

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Finance Department Detail, *continued*

	Activity Code	Budget
Supplies, Materials, & Other Direct Item Purchases		1,200
Office Supplies	6320	1,200
Outside Services		5,000
Consulting for Finance Projects	6419	5,000
Other		692,108
CETA Fund Transfer	1000	575,000
First Data Credit Card Processing Fees	8056	264,000
Credit Balance Refunds	1429	150,000
Rate Stabilization Fund Transfer	1000	70,000
Customer Advance Refunds	2520	60,000
NISC ACH & Online Payment Fees	8056	13,200
American Express Credit Card Processing Fees	8056	3,000
US Bank Fiscal Agent Fees	8056	1,500
Clallam County Treasurer Property Tax (Electric Portion)	6452	475
US Bank Safekeeping Fees	8056	300
Postage (Miscellaneous)	6361	200
Water and Waste Water Reimbursements for Shared Services	6721	(445,567)
Grand Total		8,791,093

2024 Budget

Operations & Maintenance Expenses & Other Outflows

General Engineering Department Detail

Mike Hill, Engineering Manager
Colin Young, Distribution Systems Supervisor

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		22,938
Travel Expense	6260	6,000
E & O Conference, GITA or IEEE	6265	3,500
Mileage - Non Taxable	6262	3,480
Per Diem	6255	2,600
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
MilSoft Training	6265	750
Annual Arc GIS User Group	6265	550
State Travel CCUGCC Damage Comm.	6265	350
PE Licenses ("3")	6491	232
Supplies, Materials, & Other Direct Item Purchases		10,318
Miscellaneous Tools (including test tools & equipment)	6316	5,200
Small & Attractive Tools	6300	2,000
Code books, Technical References, & Standards	6315	1,018
FR clothing	6410	800
Office furniture	6323	800
Office Materials and Supplies	6320	500
Outside Services		2,400
NISC Customizing	6419	2,400
Other		37,364
Misc. Courthouse Recording	6451	15,000
ROW Access	6451	9,600
Highway & Other Permits	6450	6,000
Consumer Information and Bbids	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
WAPUD meeting hosted by PUD	6452	700
Grand Total		73,020

2024 Budget

Operations & Maintenance Expenses & Other Outflows

General Manager Department Detail

Sean Worthington, General Manager

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		53,200
Training Expense	6265	13,650
Travel Expense	6260	12,890
Per Diem	6255	12,370
Mileage - Non Taxable	6262	6,250
Excellence in Performance Employee Awards	6280	5,000
Mileage - Taxable	6261	3,040
Supplies, Materials, & Other Direct Item Purchases		29,900
Dispatch News Service (annual) & Formstack (annual)	6322	18,700
EMP - Emergency Management Plan	6410	7,800
Contracts Small Works Bid Platform	6322	2,500
Misc. Materials & Supplies	6315	600
Small Works Roster Registration	6322	300
Outside Services		245,000
Miller Nash Legal Services	6418	168,000
Customer Survey (Consulting Services)	6419	65,000
Williams Kastner Legal Services	6418	6,000
Gordon Thomas Honeywell Legal Services	6418	6,000
Other		57,500
All Employee Meeting & Monthly Employee Meetings w/ General Manager	6452	30,500
Employee Engagement (Shirts, lanyards, polo, sweatshirt, misc. items)	6452	15,000
Wellness Committee Expenses	6452	12,000
Grand Total		385,600

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Human Resources Department Detail

Jamie Spence, Human Resources Manager

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		89,406
HR Hosted Training	6265	30,000
Candidate Expenses (Hotel, meals, lodging, mileage, pre-employment physicals)	6432	10,000
Employee Service Awards	6280	8,400
Tuition Reimbursement	6266	7,700
Energy NW Internship Program	6433	7,250
Wonderlic Tests	6432	7,200
Payroll Training ("6")	6265	6,600
Travel Expense	6260	3,000
Conviction Records/Driving Abstracts	6433	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
Taxes, Insurance, & Debt Service		115,075
Disability and Life	6212	90,000
WA Employment Security Department - Unemployment	6882	25,000
WA Dept of Retirement - OASDI	6424	75
Supplies, Materials, & Other Direct Item Purchases		5,900
Salary Surveys (Milliman/APPA/WPUDA)	6322	4,000
Federal Motor Carrier Safety Admin. (CDL queries)	6322	1,000
Payroll Source Book	6315	600
Progressive Business Publications (Payroll)	6322	300
Outside Services		46,000
Archbright Annual Membership (HR Legal Services)	6418	15,000
Milliman HR & Labor Consulting	6419	15,000
Work Safe Drug & Alcohol Testing Annual dues	6442	14,000
EAP Services	6442	2,000
Other		34,200
Covid Testing	6452	15,000
Employment Ads	6489	10,000
Retiree Wellness Dollars	6452	8,000
Job Fair Expenses	6452	1,200
Grand Total		290,581

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Information Technology Department Detail

Shawn Delplain, Information Technology Manager

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		50,500
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
Supplies, Materials, & Other Direct Item Purchases		1,163,230
Nat'l Information Solutions Coop (NISC) (ERP Soln, Hyb. Cld. & On-Prem, Mthly)	6352	300,000
Replacement Computers, Hard Drives, Keyboards, Mem, Mice, Etc.	6350	195,000
Microsoft Enterprise Agrmt. (All Microsoft Licensing, Hyb. Cld. & On-Prem, 3 Years)	6352	85,000
IT: Windows Enterprise anti-virus suite, On-Prem, 1 Year	6352	50,000
Upgrade Computers (30) & Monitors (10) - Forks Whse/Office, PA Whse	6350	44,500
ZOHO Desktop Central (IT: Helpdesk & Desktop Management , On-Prem)	6352	42,000
Laserfische Cld. Subscr (Records: Records Management Repository Cld. Service, Cld.)	6352	38,000
Cyber Security Software for Multifactor Authentication	6352	37,000
NISC Meter Data Management System (Engineering, Mthly)	6352	36,000
New Manage Engine Service Monitoring Software	6352	32,000
ESRI Enterprise System (Operations: GIS Mapping System, Hyb. Cld. & On-Prem)	6352	27,500
VMWare Enterprise Server Virtualization (IT: Virtual Server Infrastructure , On-Prem)	6352	25,500
Adobe Acrobat & Creative Cld. (Document Creation Tools, Hyb. Cld. & On-Prem)	6352	25,500
Amazon Web Service (Website Hosting, Cld. Backup, Support, Cld., Mthly)	6352	25,000
Scanners, Laptops, Etc.	6300	24,000
Neo Gov (Human Resources: Applicant Tracking Software Subscription, Cld., Mthly)	6352	18,300
NetApp ONTAP (IT: Storage Area Network Software & Support, On-Prem)	6352	16,000
Diligent BoardDocs (Board of Commissioners: Agenda Management System, Cld.)	6352	15,000
Survalent SCADA System (Engineering: SCADA Management , On-Prem)	6352	13,800
HR: Neo Gov - Applicant Tracking Software Subscription	6352	13,500
Automotive Diagnostic Software (Auto Shop: Vehicle Diagnostic Software, Application)	6352	10,000
OKTA (District-wide, Cld.)	6352	10,000
Cisco Phones	6350	9,600
Toner & Print Cartridges (POE)	6350	7,500
DataNational AS400 Hosting	6352	7,500
Milsoft Utility Solutions WindMil (Engineering: Engineering Analysis Tools, Application)	6352	6,750
Automotive Diagnostic Software (New for West End Operations)	6352	6,000

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Information Technology Department Detail, *continued*

	Activity Code	Budget
Transmission: PLS Cad Pole Design Software Subscription	6352	5,000
Archive Social (Communications: Social Media Archiving Service, Cld.)	6322	5,000
Zoom Subscription (Video Conferencing Services, Cld., Mthly)	6352	4,200
Osrose O-Calc (Engineering: Pole Load Analysis Software, Application)	6352	4,000
Miscellaneous Tools under \$5,000	6316	3,600
ID Solutions MOBILETrak (Materials: Barcoding Syst., Hyb. Cld. & On-Prem)	6352	3,500
Itron Field Collection System (Billing: Meter Data Collection System, On-Prem)	6352	3,000
KACE Desktop Authority Prof. (Desktop Mngt. Logon Script System, On-Prem)	6352	2,500
Office 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: Historic Weather Rptg Subscr., Cld.)	6322	1,200
Symantech Brightmail (IT: District E-Mail SPAM Filter, On-Prem)	6352	650
Amazon Business Prime Membership (Materials: Amazon Purchasing, Cld.)	6322	600
Megger Sub-Station PowerDB (Engineering: Substation Testing Mgmt, App.)	6352	600
Furniture, Lights, Chairs	6315	550
Survey Monkey Subscription (Communications: Survey Mgmt. System, Cld.)	6352	420
Observium Pro (Network Monitoring Software, On-Prem)	6352	420
Formstack (Communications: External Website Form Services, Cld.)	6352	400
AQ2 Remittance (Customer Service: Webpay/Online Aggr. Remittance Svc, Cld.)	6352	300
Cisco WebEx (Video Conferencing Services, Cld.)	6322	240
Outside Services		210,392
Network & Server Hardware Maint	6481	49,992
Cisco Smartnet Annual Subscriptions	6481	48,000
Palo Alto Equipment Annual Subscriptions	6481	36,000
General IT Consulting Services	6419	24,000
POE - Overages	6442	21,000
Env Control-HVAC,UPS,Batteries	6481	9,000
Server setup consulting	6419	6,000
Network Elements (Non Smartnet)	6481	6,000
SAN configure	6419	5,000
POE - copiers	6481	3,000
Equipment Disposal Service	6442	2,000
POE - Repairs	6497	400

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Information Technology Department Detail, *continued*

	Activity Code	Budget
Other		351,644
Phones (CenturyLink)	6443	164,040
All other Phones	6443	83,500
Phones (Verizon)	6443	75,204
Cyber Security Assessment	6452	15,000
Phones (OCENS) - Mthly & Annual Fee	6443	13,900
Grand Total		1,775,766

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Materials & Warehousing Department Detail

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

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		19,635
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	645
Mileage - Taxable	6261	540
Supplies, Materials, & Other Direct Item Purchases		1,073,682
Project Material - Distribution	6310	2,007,800
Substation stock item inventory fulfillment	6310	499,992
O&M Inventoried Material (Restocking of Materials/Truck Stock)	6310	485,000
Project Material - Transmission	6310	395,000
Project Material - Customer, Ops, and SL	6310	393,500
Janitorial Supplies (District Wide)	6330	20,500
Miscellaneous Office Supplies	6320	15,600
Bottled Water (District Wide, Olympic Springs)	6315	9,680
Miscellaneous Warehouse Supplies	6315	9,000
Warehouse Tools	6316	6,000
Restocking of First Aid Supplies (District Wide)	6410	6,000
T-Shirt Rags (Crew, Auto Shop, Warehouse)	6315	6,000
Warehouse Shelving/Containers	6315	5,000
Office furniture	6323	3,600
Miscellaneous Warehouse Brady Printing Supplies	6315	3,200
CWF Specific Office Supplies	6320	1,900
Safety/Personal Protective Equipment (CWF specific)	6410	1,200
Issue Sheets/Forms	6321	600
Subscriptions (Amazon)	6322	410
Project Material - Customer, Ops, and SL to Capital	6311	(393,500)
Project Material - Transmission to Capital	6311	(395,000)
Project Material - Distribution to Capital	6311	(2,007,800)

2024 Budget
 Operations & Maintenance Expenses & Other Outflows

Materials & Warehousing Department, *continued*

	Activity Code	Budget
Outside Services		6,400
Return Of Freight	6471	3,200
Equipment Rental	6440	2,000
Metal Work	6442	1,200
Other		32,500
Miscellaneous Utilities	6448	15,000
City of Port Angeles Disposal Fees	6448	14,400
Other	6452	2,400
Storeskeeper Non-FR clothing	6452	700
Grand Total		1,132,217

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Operations Department Detail

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

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		75,520
Apprentice Lineman Schooling Expense	6265	60,000
CDL License Renewals	6491	6,000
Per Diem	6255	4,800
Travel Expense	6260	2,400
Mileage - Non Taxable	6262	1,620
ISA Membership (Arborist Fee)	6491	400
Mileage - Taxable	6261	300
Supplies, Materials, & Other Direct Item Purchases		481,720
Sfty Exp. (FR Clo, Harness, gloves, glasses, boom wipes, hard hats, tags, bug spr.)	6410	156,000
Misc. Small Components, Supplies, Gravel	6315	100,800
Directional Bore Material & Supplies/Drill Bits, Pipe, Housings, Backreamers, etc.	6315	80,000
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")	6316	6,000
Reference Manuals	6320	5,400
Infrared Multimeters/Service Man Trouble Calls (5)	6316	5,000
Power Saw Replacements	6300	5,000
Load Break Tools ("5")	6316	5,000
Hot Sticks/Ratchet Cutters	6316	4,500
Snail Shell Line Barriers (Replacements for broken/damaged cover-ups, "10")	6316	3,960
Infrared Camera For Line Inspection (Forks)	6316	3,000
Infrared Multimeters/Meter Department For Inspections (2)	6316	2,000
Taco Line Barriers (Replacements for broken/damaged cover-ups, "10")	6316	1,800
Forms	6321	1,800
Other Tools (Meter Reading)	6316	1,500
MSDS Online Renewal	6322	1,000
Crew Communication Equipment	6340	1,000

2024 Budget
 Operations & Maintenance Expenses & Other Outflows

Operations Department Detail, *continued*

	Activity Code	Budget
Outside Services		516,892
Helicopter Tree Trimming	6442	170,000
Pole Test & Treat	6442	145,488
Security Services Northwest Answering Service	6446	92,004
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
Other		73,927
Port of Port Angeles PA Operations Center Lease	6480	64,777
Batteries, etc.	6452	6,000
Other Supplies (Meter Reading)	6452	1,500
Dog Bones (Meter Reading)	6452	1,000
Neah Bay Substation Lease	6480	650
Grand Total		1,148,059

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Power Supply Department Detail

Shailesh Shere, General Superintendent

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		15,000
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
Supplies, Materials, & Other Direct Item Purchases		31,390,189
BPA Power Purchase & Transmission	6730	29,928,782
REC Purchases	6730	968,150
Packwood Hydro	6730	367,097
Inspired Energy Purchases	6730	115,000
Falls Creek Hydro Purchases	6730	11,160
Outside Services		111,046
CETA Low Income Program Administration (OLYCAP overheads)	6419	81,046
CETA Low Income Consulting (Lighthouse/FCS)	6419	30,000
Other		374,185
CETA Low Income Program ("Rate Payer Assistance" via OLYCAP)	2521	324,185
WPAG (GDS Consulting)	6490	25,000
WPAG (Mundorf)	6490	25,000
Grand Total		31,890,420

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Risk Management Department Detail

Ruth Kuch, Finance Manager/Treasurer

	Activity Code	Budget
Taxes, Insurance, & Debt Service		861,693
PURMS AEGIS Liability Policy	6421	354,156
PURMS Property Policy	6420	172,242
PURMS EIM Liability Policy	6421	97,107
PURMS Interim Liability General Assessment	6421	96,000
PURMS Interim Property General Assessment	6420	48,500
PURMS Beazley Cyber Security	6421	42,988
PURMS AEGIS Public Officials Policy	6421	24,200
Deductible on Litigation	6424	10,000
PURMS 24 Hour Accident Policy	6421	7,000
Marsh USA Inc. Terrorism Insurance for UG Storage Tanks	6421	4,500
PURMS Special Trips Policy	6421	1,500
Basin Treasurer's Bond	6424	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
Grand Total		861,693

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Safety Department Detail

George Drake, Safety Manager

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		37,988
Safety Awards	6280	18,000
CPR AED Training	6265	8,000
NWPPA, APPA, EUSAC Training	6265	7,000
Travel Expense	6260	3,000
Per Diem	6255	768
Mileage - Non Taxable	6262	600
ASSP & NEMA Membership Dues	6491	500
Mileage - Taxable	6261	120
Supplies, Materials, & Other Direct Item Purchases		33,720
AED Replacements	6410	8,000
AED Emergency Replacement Batteries	6410	6,000
AED New	6410	6,000
HSI Workplace Compliance Solutions Online Safety Training	6322	5,000
ERP Disaster Supplies	6410	5,000
AED Emergency Pads	6410	2,000
Hearing protection	6410	1,000
Electrical demo supplies, charts and misc supplies	6315	720
Outside Services		14,700
Hi Tech Security Alarm Center Monitoring	6442	6,000
WA Audiology Employee Hearing Testing	6442	5,000
Hi Tech Security Annual Alarm testing	6442	2,500
Harbor Audiology hearing test	6442	1,200
Other		22,092
Minor Claims	6703	20,000
Meeting Refreshments	6452	1,992
Communications/Printing	6489	100
Grand Total		108,500

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Transmission Engineering Department Detail

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

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		32,607
Relay, Substation, Environmental Training	6265	9,000
Travel Expense	6260	7,625
Mileage - Non Taxable	6262	5,100
Engineering Training	6265	4,250
Per Diem	6255	3,800
Mileage - Taxable	6261	1,500
LSAW Conference/Survey Training	6265	600
Survallent User Group Meeting	6265	500
Professional License Fee ("2")	6491	232
Supplies, Materials, & Other Direct Item Purchases		79,749
Substation Maintenance Material	6315	50,004
Communication Equipment Repair (SCADA)	6340	10,000
Miscellaneous Tools	6316	6,540
Clothing - Fire Resistant	6410	3,750
Substation - Shop Tools	6316	3,500
Code Books & Technical Manuals	6315	1,200
Wengler Surveying Software Subscriptions	6322	1,200
Miscellaneous Supplies	6315	1,020
Furniture	6323	1,000
Hubs, Stakes, Spikes, Flagging	6315	600
Office Supplies	6320	360
Safety Supplies & Equipment	6410	300
WADNR Records Subscription (DNR database)	6322	275
Outside Services		62,600
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

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Transmission Engineering Department Detail, *continued*

	Activity Code	Budget
Other		4,500
Surveying Supplies	6452	2,400
Permits	6450	1,000
Gunstone Lease	6480	600
LSAW Fee	6452	400
Transmission Leases	6480	100
Grand Total		179,456

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Utility Services Department Detail

Shailesh Shere, General Superintendent
 Mattias Jarvegren, Utility Services Supervisor

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		5,896
Classes, Travel, Seminars, & Conferences	6265	3,800
Mileage - Non Taxable	6262	900
Per Diem	6255	896
Mileage - Taxable	6261	300
Supplies, Materials, & Other Direct Item Purchases		3,100
Promotions, Key Accounts, Class Lunches, & Printing	6315	2,500
Tape Measure, Flashlights, Hand tools	6316	600
Outside Services		46,000
State Auditor	6415	46,000
Other		581,100
Commercial (PUD Rebates)	6500	216,000
Heat pumps - Ductless (PUD Rebates)	6500	102,000
Heat pumps-Ducted (PUD Rebates)	6500	78,000
WX Insulation (PUD Rebates)	6500	38,400
Windows (PUD Rebates)	6500	36,000
Industrial (PUD Rebates)	6500	31,000
ENERGY STAR EV Charger Rebates	6500	30,000
Water Heating (PUD Rebates)	6500	10,800
Energy Star New Construction (PUD Rebates)	6500	10,200
BPA/WX Loan Payments	2327	10,000
Smart Thermostats (PUD Rebates)	6500	8,400
Appliance Rebates	6500	8,000
Coveralls and/or Gloves Flowhood-Check Flow	6452	1,500
(Power Shift) Miscellaneous	6452	800
Grand Total		636,096

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Water Division Detail

Bowen Kendrick, Water/Wastewater Manager
 Travis McClain, Water/Wastewater Supervisor

	Activity Code	Budget
Travel, Training, & Other Employee-Specific Expenses		20,092
All Training	6265	14,532
Mileage - Non Taxable	6262	1,380
Travel Expense	6260	1,200
Per Diem	6255	1,200
Crew Meals	6270	1,000
Mileage - Taxable	6261	480
CDL Licenses	6491	300
Taxes, Insurance, & Debt Service		1,575,516
PWB Loan 2021 Debt Service	1340	403,758
WA Department of Revenue Public Utility Tax	6853	246,500
PWB Loan 2019 Debt Service	1340	209,850
2005 DWL Debt Service	1340	185,060
2012 DWL Debt Service	1340	173,116
2011 DWL Debt Service	1340	110,406
New Loan (\$1,000,000 principal @ 1.75% interest)	1340	60,000
2010 DWL Debt Service	1340	56,819
2019 FF Loan Debt Service	1340	47,086
2016 DWL Debt Service	1340	32,741
City of Sequim Tax	6871	15,000
GIS Loan Debt Service	1340	12,610
WA Department of Revenue Service Tax	6863	12,000
Disability and Life	6212	10,200
WA Department of Revenue Leasehold Tax	6884	370
Supplies, Materials, & Other Direct Item Purchases		640,492
Purchased Water	6730	280,000
Purchased Inventory	6310	117,648
Other Materials & Supplies	6315	67,608
Fuel	6371	54,000
Disinfectant Chemicals	6319	31,704
Safety Equipment (Signs, stands, cones, paddles)	6410	21,600
Small & Attractive Tools	6300	17,652
Utility Infrastructure Parts	6318	17,652
PH Adjustment Chemicals	6319	16,536
Fleet Equipment Parts	6365	13,500

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Water Division Detail, *continued*

	Activity Code	Budget
NISC Software Support	6352	12,100
Equipment	6316	8,826
Small Tools	6316	8,826
VTSCADA (5 YR)	6322	8,820
Dechlorination Chemicals	6319	8,448
Reagent Chemicals	6319	6,828
Coagulation Chemicals	6319	5,304
Computer Expense	6350	2,964
Speciality Office Supplies	6320	1,296
Office Chairs & Desk Upgrades	6323	1,000
Hydraulic Supplies	6374	700
Chemical Sales Tax Credit	6319	(4,608)
Project Material - Water	6311	(57,912)
Outside Services		372,301
Morse Creek Line	6481	112,230
Misc. Legal Services	6418	52,000
Cla-Val Maintenance	6442	30,000
Electrical Services	6442	30,000
Pall Service	6442	21,085
Asphalt repair (Service/mainbreaks)	6442	20,000
Water Testing	6442	19,050
Mowing Services	6442	18,900
Excavation/Trucking	6442	15,000
LUD 1 CIP/Pond Pumping	6442	12,900
Road Maintenance	6442	9,996
Consulting (Holgerson Surge Protection)	6419	7,000
Miscellaneous Contracting	6442	5,000
Compressor (Morse Creek Water Treatment Plant)	6442	5,000
Pump Equipment (PM)	6442	5,000
Equipment and Tool Repair	6497	5,000
Maintenance Contracts: Generator Maint.	6481	3,000
Equipment Rental	6440	1,140

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Water Division Detail, *continued*

	Activity Code	Budget
Other		734,192
Allocation of Shared Services	6721	445,567
Power for Pumping	6445	171,164
Allocation of Shared Services (Auto Shop)	6721	37,495
Facilities Lease (to Electric)	6480	23,880
Verizon (Water Admin Phones)	6443	11,800
DOH Operating	6450	7,800
Warehouse Expense	6452	5,136
Intercompany Fleet Transfers	6720	5,000
Customer Advances	2520	4,500
NPDES (LUD 1 TP)	6450	3,800
Notices and Letters to Customers-CCR	6361	3,300
Notices and Letters to Customers-MISC	6361	3,300
PUD Clothing for Crew	6452	3,000
Minor Claims	6703	2,000
CenturyLink (Operation of Reservoirs & Pump Stations)	6443	2,000
Notices and Letters to Customers-CROSS CONNECTION	6361	1,000
County & DOT R/W	6450	840
Evergreen Rural Water Dues	6490	700
AWWA/WWUC Dues	6490	600
Highland Hills Dues	6490	400
NWMOA Dues	6490	360
4 Seasons Park Dues	6490	350
Property Tax	6452	200
Grand Total		3,342,593

2024 Budget

Operations & Maintenance Expenses & Other Outflows

Wastewater Division Detail

Bowen Kendrick, Water/Wastewater Manager
 Travis McClain, Water/Wastewater Supervisor

	Activity Code	Budget
Taxes, Insurance, & Debt Service		6,418
Debt Service (Note Payable to Water)	1340	5,918
WA Department of Revenue Service Tax	6863	500
Supplies, Materials, & Other Direct Item Purchases		6,530
Utility Infrastructure Parts	6318	2,500
Materials and Supplies	6315	1,590
NISC Software Support	6352	1,380
Tools	6316	1,060
Outside Services		16,218
Big Blue Pressure Washing & Lawn Mowing Services	6442	5,830
Contractual Services (Backhoe, Electrical, Field Repair)	6442	4,240
Contractual Services (Septic Pumper)	6442	3,498
Contractual Services (Sampling)	6442	2,650
Other		13,936
Allocation of Shared Services	6721	5,139
Department of Health (DOH) Sewer Permits	6450	3,180
Power for Pumping (Sunshine Acres I)	6445	1,513
Power for Pumping (View Ridge)	6445	1,258
Power for Pumping (Southern View Estates)	6445	925
Misc. Expense	6452	636
Water Utility (Sunshine Acres)	6444	412
Utilities and Telephone (View Ridge)	6443	343
Intercompany Fleet Transfers	6720	318
Easements	6451	212
Grand Total		43,102

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Activity Code Definitions

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.

Activity Code Definitions, *continued*

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.

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

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).

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Activity Code Definitions, *continued*

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.

6316 - Other Tools & Equipment

Tools & equipment that do not meet S&A guidelines. Examples include: saws, drills, operational tools, shovels/handles, 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.

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Activity Code Definitions, *continued*

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.

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

Traditional and cloud-based subscription software purchased by the District. Refers to applications, scripts and programs that run on a device.

6361 - Postage

Postage fees and stamps for District business.

6365 - Fleet Equipment Parts

Fleet equipment parts are distinct and identifiable components needed for District vehicles and equipment. These purchases are either fleet-specific or on-hand spares, but are not inventory. Items that are too trivial or minor to be purchased or handled separately will be coded to other materials & supplies.

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, as well as emergency preparedness supplies. 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.

Activity Code Definitions, *continued*

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.

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.

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Activity Code Definitions, *continued*

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.

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.

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Activity Code Definitions, *continued*

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

Costs of membership in various board-approved industry associations and other community groups. Dues and fees include: APPA, EDC, Energy NW, NWPPA, Chamber of Commerce, WPAG, etc. See board-approved committee and organization memberships. Also includes Water System dues which are excluded from the board-approved list.

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.

2024 Budget
Operations & Maintenance Expenses & Other Outflows

Activity Code Definitions, *continued*

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.

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.

Capital Outflows & Project Summaries

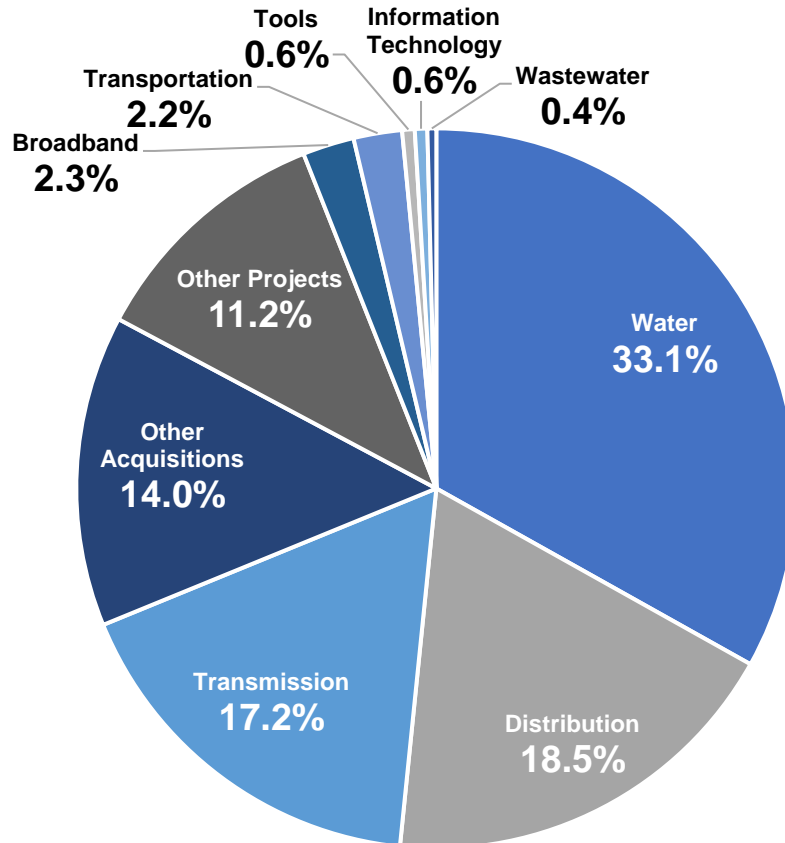


2024 Budget
Capital Outflows & Project Summaries

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 and labor overheads*, for each project or equipment/tool/vehicle acquisition.

	Budget
Broadband	640,450
Distribution	5,115,090
Information Technology	154,684
Other Acquisitions	3,866,000
Other Projects	3,096,299
Tools	155,700
Transmission	4,757,116
Transportation	602,298
Water	9,160,000
Wastewater	109,810
Grand Total	27,657,447



2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category

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.

Broadband	640,450
500.24 – Recurring Broadband Projects	32,412
• Scope: Predictable but unplanned, routine fiber projects.	
• Project Type: R&R, New, Recurring	
501.24 – Broadband Customer Requested Projects	74,556
• Scope: Annual budget estimate of broadband customer requested and funded projects.	
• Project Type: New, Recurring	
515.24 – Forks Office Network Equipment Upgrade	45,482
• Scope: A project to upgrade existing network equipment due to age and support. The upgrade includes a new Cisco 4500 series switch and batteries.	
• Project Type: R&R, Defined	
518 – Sequim Hut Upgrades (Batteries & Rewiring)	28,000
• Scope: A project to replace aged Eaton batteries, install remote terminal unit for monitoring generator status, and install fire alarm system at the Sequim Hut.	
• Project Type: R&R, Defined	
519 – Fiber Replacement - W of Lauridsen & Airport Rd. to Edgewood Dr.	255,000
• Scope: A project to replace low-sagging fiber to correct clearances across the ravine. Of 72 fibers installed, only 2 tubes of 12 fibers are viable and all will be replaced.	
• Project Type: R&R, Defined	
520 – Fiber Replacement - Edgewood Dr. to Lairds Cor; Redesign Fiber PA Whs	177,000
• Scope: The PA Warehouse is the splice point for fiber to Lairds Corner. With the Warehouse being relocated, this splice point needs to be relocated as well. This project includes a redesign to run along the highway and terminate at Airport Substation to Lairds Corner.	
• Project Type: R&R, Defined	
521 – PA Hut Upgrades (Batteries & Rewiring)	28,000
• Scope: Replace aged Eaton batteries, install remote terminal unit for monitoring generator status, and install fire alarm system at the PA Hut.	
• Project Type: R&R, Defined	

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Distribution	5,115,090
100.24 – Small Capital Emergent & NESC	173,216
<ul style="list-style-type: none"> • 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. • Project Type: REQ, Recurring 	
101.24 – Distribution Poles & Structures Replace or Removal	723,010
<ul style="list-style-type: none"> • 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. • Project Type: R&R, Recurring 	
102.24 – Engineered Cable Replacement Projects	761,692
<ul style="list-style-type: none"> • 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. • Project Type: R&R, Recurring 	
103.24 – Road Projects (Not Itemized)	355,200
<ul style="list-style-type: none"> • 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. • Project Type: REQ, Recurring 	
104.24 – GIS Integration Projects	7,946
<ul style="list-style-type: none"> • Scope: Internal or external projects to customize GIS or make add-ons for enhanced productivity. • Project Type: New, Recurring 	
105.24 – Distribution Underground Replace or Remove	337,470
<ul style="list-style-type: none"> • 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&M activities. • Project Type: R&R, Recurring 	
106.24 – Line Devices (Switches, FCIs)	50,224
<ul style="list-style-type: none"> • Scope: Projects to install passive lined devices to enhance operability, including FCIs, and Distribution Switches. • Project Type: New, Recurring 	
113.24 – LED Lights	62,570
<ul style="list-style-type: none"> • 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. • Project Type: R&R, Recurring 	

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Distribution (continued)

117.24 – Lake Sutherland V-Phase Extension & Upgrade	218,120
<ul style="list-style-type: none"> • Scope: Convert remaining 1,450' section of 1-phase overhead line to 3-phase underground from Lake Sutherland Rd to HWY 101 crossing to reduce outages and improve voltage. • Project Type: New, Defined 	
125.24 – Cedar Street Alley Reconductor	183,668
<ul style="list-style-type: none"> • Scope: Replace 2,000' aged #6 CU with #2 ACSR conductor to reduce outage time and improve voltage. • Project Type: R&R, Defined 	
129.24 – Avian Protection	37,152
<ul style="list-style-type: none"> • 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. • Project Type: R&R or New, Recurring 	
131.24 – Highway 101/Hooker Rd. Crossing	174,510
<ul style="list-style-type: none"> • Scope: Reroute and upgrade 700' of underground cable to support load growth south of HWY 101. • Project Type: New, Defined 	
134 – BN-C Conductor Upgrade 1/0 to 4/0	50,104
<ul style="list-style-type: none"> • Scope: Upgrade 5,800' of single 1/0 ACSR wire to 4/0 ACSR to match existing 4/0 ACSR wire. Replace up to 6 poles as necessary based on condition and clearance requirements. Line capacity will be increased and voltage improved. • Project Type: New, Defined 	
135 – Conservation Voltage Reduction (CVR) Metering & Communications, Deer Park	79,412
<ul style="list-style-type: none"> • Scope: A project to implement a CVR project at the Deer Park substation, which includes near end of line metering, programming and establishing a SCADA network link between devices. • Project Type: New, Defined 	
136 – CVR Minor Feeder Upgrade, Deer Park	24,820
<ul style="list-style-type: none"> • 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 Deer Park substation. • Project Type: R&R, Defined 	
137 – Diamond Point Undergrounding	1,189,706
<ul style="list-style-type: none"> • Scope: Convert 2.4 miles of OH 3-Phase to double 3-Phase runs of UG 4/0 to eliminate tree related outages and increase cable capacity. This project relies on 100% funding from the Energy Improvement in Rural and Remote Areas (ERA) Grant FOA 0003045 (expected selection notification is February 2024). • Project Type: New, Defined 	
138 – Frontier St 3-Ph OH to UG Conversion	101,828
<ul style="list-style-type: none"> • Scope: Convert 2,100' of OH 3-Phase to 1/0 UG 3-Phase to reduce tree related outages and improve voltage. • Project Type: New, Defined 	
139 – MR – C Conductor Upgrade 4/0 to 556 Phase 1	243,236
<ul style="list-style-type: none"> • Scope: Upgrade 4,600' of 4/0 3-Phase to 556 3-Phase to increase capacity between Airport and Monroe substation tie. Replace poles based on condition and clearance requirements. This will allow each substation feeder to transfer load during peak loading conditions, as well as, improve voltage. • Project Type: New, Defined 	

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Distribution (continued)

140 – West Joyce V-Ph to 3-Ph Upgrade 114,660

- Scope: Add 8,300' 1/0 ACSR and replace up to 5 poles as necessary based on condition and clearance to improve load balance and voltage.
- Project Type: New, Defined

141 – DG-C to SL-C 750 MCM Tie 226,546

- Scope: Trench 5,400' of 750 MCM 3-Phase cable on Anderson Rd to create Dungeness and Sunland substation tie. This will allow alternate feeder configurations during maintenance and emergency conditions.
- Project Type: New, Defined

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Information Technology	154,684
604.24 – New Host Servers for Virtual Machine (VM) Farm <ul style="list-style-type: none"> • Scope: A project to add a new set of physical servers due to the increasing need for server space. • Project Type: New, Defined 	30,000
607.24 – Battery Backup Units <ul style="list-style-type: none"> • Scope: Projects to replace batteries (annual). • Project Type: R&R, Recurring 	12,668
608.24 – Server Hosts <ul style="list-style-type: none"> • Scope: A project to add new servers to the District’s existing network. • Project Type: New, Defined 	41,560
612.24 – NISC Meter Data Management System <ul style="list-style-type: none"> • Scope: A project to add a new meter data management system and analytics to detect transformer and voltage related issues. • Project Type: New, Defined 	57,000
614 – Audio Board for Multiple Microphones (Admin Boardroom) <ul style="list-style-type: none"> • Scope: A project to modify and improve the Administration Center Boardroom audio and mic system to better accommodate video conferencing within hybrid meetings. The new audio board will allow in-person attendees, commissioner, speaker, and online guests to be heard and recorded as required. • Project Type: New, Defined 	13,456

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Other Acquisitions	3,866,000
800.24 – Meters & Infrastructure	960,000
801.24 – Transformers & Regulators	2,880,000
805.24 – Material Bins at the CWF Warehouse	10,000
808.24 – Metal Coverings CWF Yard	16,000
Other Projects	3,096,299
300.24 – Customer Requested Projects	1,385,868
<ul style="list-style-type: none"> • 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. • Project Type: New, Recurring 	
301.24 – Sequim Microgrid Project	164,850
<ul style="list-style-type: none"> • Scope: Consult with engineering firm to create engineering design and bill of materials for Sequim Substation Microgrid which incorporates batteries and microgrid controller with existing solar and generator. This project relies on 80% funding from the Clean Energy Fund 5 Grid Modernization Grant (expected selection notification is October 2023). • Project Type: New, Defined 	
305.24 – CWF LED Conversion	44,646
<ul style="list-style-type: none"> • Scope: Continued conversion of indoor and outdoor lighting at the Central Warehouse Facility to LED Units, started in 2023. Increasing energy efficiency and life span while decreasing carbon footprint. Using in-house electrician for dramatic cost savings to the District. • Project Type: R&R, Defined 	
309.24 – Pallet Racking for Central Warehouse	22,228
<ul style="list-style-type: none"> • Scope: Purchase and installation of pallet racking to maximize warehouse space; incorporating additions to inventory on hand and Substation material, while keeping inventory organized, safe and easy to access. • Project Type: New, Defined 	

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Other Projects (continued)

310.24 – Fans for Central Warehouse 31,485

- Scope: Purchase and installation of two large fans for year-round energy savings in both warm and cold weather. Locations will be over the received bay and over metal processing area on the South end of the CWF
- Project Type: New, Defined

316 – Solar PV on PUD Roofs (Admin, Sub Shop) 597,222

- Scope: Add 95 KW solar PV array to the Administration building and a 42 KW solar PV array to the Carlsborg Substation Shop which will provide savings for low-income community members. This project relies on 100% funding from the Washington State's Low Income Community Solar Grant (expected selection notification is December 2023).
- Project Type: New, Defined

317 – PA Operations Center & Auto Shop 850,000

- Scope: Acquisition of land for a Port Angeles Operations Center to consolidate and optimize of the operational functions and essential activities, including electric operations, facilities maintenance, automotive shop, vehicle storage, material storage, and emergency response for central (Port Angeles and surrounding) area. This project aims to secure a suitable parcel to fit the above needs.
- Project Type: New, Defined

Tools **155,700**

728 – ARI Hetra Lifting Table (TT-2000); Auto Shop 6,700

729 – Recovery, Recharge Robinair ROB AC 1234-9; Auto Shop 9,500

730 – Recovery Recharge, Robinair 134R; Auto Shop 9,500

731 – 5-Person Wireless Headset Kit & Wire Pulls; Operations 10,000

732 – Dissolved Gas Analyzer; Transmission Engineering 75,000

733 – Vacuum Bottle Tester; Transmission Engineering 39,000

734 – Milwaukee M18 Force Logic 10,000PSI Cordless Hydraulic Pump w/ Batteries; Operations 6,000

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Transmission	4,757,116
200.24 – Transmission Pole Relocations <ul style="list-style-type: none"> • Scope: Projects to relocate transmission poles not part of a planned, named project. • Project Type: R&R, Recurring 	119,112
201.24 – Transmission Pole Replacements <ul style="list-style-type: none"> • Scope: Projects to replace transmission poles not part of a planned, named project. • Project Type: R&R, Recurring 	119,112
203.24 – SCADA Enhancements <ul style="list-style-type: none"> • Scope: Projects to provide incremental improvement or enhancements to SCADA. • Project Type: New, Recurring 	69,556
204.24 – Substation Battery Charging & Monitoring <ul style="list-style-type: none"> • Scope: Projects to install battery monitoring equipment at various substations. • Project Type: New, Recurring 	25,860
207.24 – Forks Rebuild & Reconsolidation <ul style="list-style-type: none"> • Scope: Replace all 40+ year old substation equipment, rebuild power transformer, add SCADA capabilities, replace fence and grounding to increase safety • Project Type: R&R, Defined 	522,100
211.24 – Gunstone Transmission Rebuild <ul style="list-style-type: none"> • Scope: A multi-phase project between 1170 and 1180 to replace existing wood poles with fiberglass poles. • Project Type: R&R, Defined 	266,183
214.24 – Hwy 101 – Sappho to Forks <ul style="list-style-type: none"> • Scope: A multi-phase project between Sappho and Forks to replace existing wood transmission poles with fiberglass poles. • Project Type: R&R, Defined 	765,558
217.24 – PA Switchyard & Circuit Switchers (Liberty Station) <ul style="list-style-type: none"> • Scope: Install switchyard and circuit switchers adjacent to BPA Port Angeles to split B1206 loads to serve both eastern and central feeders. • Project Type: New, Defined 	616,764
221.24 – Neah Bay Transformer Replacement <ul style="list-style-type: none"> • Scope: A project to replace 50 year old Neah Bay transformer with a new rebuilt 10 MVA transformer. • Project Type: R&R, Defined 	633,652
224.24 – Recondition/Repair 69KV Mobil Transformer <ul style="list-style-type: none"> • 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. • Project Type: R&R, Defined 	200,000
225.24 – Replace Circuit Switcher, Calawah <ul style="list-style-type: none"> • Scope: A project to replace old Calawah Substation circuit switcher with new circuit switcher. • Project Type: R&R, Defined 	60,884
226.24 – Replace Circuit Switcher, Neah Bay <ul style="list-style-type: none"> • Scope: A project to replace old Neah Bay Substation circuit switcher with new circuit switcher. • Project Type: R&R, Defined 	170,730

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Transmission (continued)

227.24 – Monroe Substation Breaker Replacement	122,280
<ul style="list-style-type: none"> • Scope: A project to replace old Monroe Substation distribution breakers with new breakers. • Project Type: R&R, Defined 	
228.24 – Regulator Replacements	111,886
<ul style="list-style-type: none"> • 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. • Project Type: R&R, Recurring 	
229.24 – Deer Park Substation Yard Expansion & Retaining Wall	40,392
<ul style="list-style-type: none"> • Scope: A project to expand the substation yard to the west in preparation for increase in substation capacity with a larger transformer in 2025. Requires terracing of hillside with a retaining wall to level new yard area. • Project Type: New, Defined 	
230 – South Substation Property Acquisition	192,000
<ul style="list-style-type: none"> • Scope: Locate and procure land for new south Sequim substation to alleviate load from multiple other substations. • Project Type: New, Defined 	
231 – Substation Getaway Cable Replacements	144,552
<ul style="list-style-type: none"> • Scope: Replace aging XLPE substation getaway cables before failure. • Project Type: R&R, Defined 	
232 – Agnew Transformer Bushing Replacement	69,064
<ul style="list-style-type: none"> • Scope: Replace aging transformer bushings before failure. Extends life of transformer by additional 15-20years. • Project Type: R&R, Defined 	
233 – Dungeness Substation Transformer Radiator Replacement	116,320
<ul style="list-style-type: none"> • Scope: Replace corroding power transformer radiators. • Project Type: R&R, Defined 	
234 – Hwy 112 – Burnt Mtn Pole Replacements	325,347
<ul style="list-style-type: none"> • Scope: Replace aging wood poles with new fiberglass poles. • Project Type: R&R, Defined 	
235 – Mill Substation Fence Replacement	65,764
<ul style="list-style-type: none"> • Scope: Replace aging substation perimeter fencing with new District standard substation perimeter fencing. • Project Type: R&R, Defined 	

Transportation **602,298**

431.24 – Ford F-600 Versa-Lift 39' Bucket (Meter Shop)	171,951
445.24 – Ford F-550 with Bin Body to Replace #249-11	100,792
450 – Versa-Lift 40' Bucket to Replace #230-9	249,951
451 – Ford Lightning Electric Pickup to Replace #226-11	79,604

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Water	9,160,000
900.24 – Meters	44,944
901.24 – Service Capital Projects	64,370
<ul style="list-style-type: none"> • Scope: Renewal and replacement of water service lines and service-related appurtenances. • Project Type: R&R, Recurring 	
902.24 – Customer Requested Projects	137,316
<ul style="list-style-type: none"> • Scope: Customer requested and funded projects and new service connections. • Project Type: New, Recurring 	
903.24 – SCADA Telemetry Upgrade	31,366
<ul style="list-style-type: none"> • Scope: Renewal, replacement and upgrade of SCADA equipment including instrumentation, controls and communication. • Project Type: New or R&R, Recurring 	
905.24 – Pump Equipment Upgrades	65,993
<ul style="list-style-type: none"> • Scope: Renewal, replacement and upgrade of source of supply and distribution pumping equipment. • Project Type: R&R, Recurring 	
907.24 – Capital Tools	39,324
909.24 – Water Treatment Upgrades	33,708
<ul style="list-style-type: none"> • Scope: Renewal, replacement and upgrade of water treatment plant assets. • Project Type: R&R, Recurring 	
910.24 – Structure & Site Upgrades	166,305
<ul style="list-style-type: none"> • Scope: Renewal, replacement and upgrade of water facilities: structures, utilities, piping and site work. • Project Type: R&R, Recurring 	
911.24 – Transmission & Distribution Projects	172,996
<ul style="list-style-type: none"> • Scope: Non CIP renewal, replacement and upgrade of transmission and distribution. • Project Type: R&R, Recurring 	
912.24 – Safety Upgrades	13,056
<ul style="list-style-type: none"> • Scope: Renewal, replacement and upgrade of water safety assets. • Project Type: R&R, Recurring 	
922 – Clallam Bay-Sekiu Emergency Bypass Replacement	2,689,235
<ul style="list-style-type: none"> • Scope: This project includes design/specifications, engineering consultation and construction of a 3400 LF 8-inch water main to replace the emergency bypass pipe which was installed after the 2021 landslide. FEMA funds have been secured for the design phase of this project and are expected to be available for construction of the new water main. • Project Type: R&R, Defined 	
923 – Clallam Bay-Sekiu Infrastructure Upgrade	1,122,325
<ul style="list-style-type: none"> • Scope: This project is under construction and funded by a Public Works Board Trust Fund loan. Phase 1 replaces water mains in upper Sekiu. Phase 2 replaces water mains in lower Sekiu, along SR 112 and in upper Clallam Bay. Phase 3 includes water main replacements and upgrades in lower Clallam Bay along Pioneer St., Salt Air St. and Fisherman St. • Project Type: R&R, Defined 	

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Water (continued)

924 – Evergreen 8-inch pipe on 7 th Avenue	362,703
<ul style="list-style-type: none">• Scope: This is a 1450 LF water main replacement project which is needed to upgrade an existing 6-inch water main to 8-inch, improving distribution system hydraulics. The water main will convey water from the Middle Evergreen Pressure Zone to customers along S. 7th Avenue.• Project Type: REQ, Defined	
925 – Carlsborg Water Source, Transmission Line, Blend System + VL	2,562,963
<ul style="list-style-type: none">• Scope: Phase 1 designs and constructs a new 3600 LF water main connecting the Van-Lan site with the Carlsborg Water System. Phase 2 includes design engineering, construction engineering and construction of facilities associated with the new well along with an amendment to the Water System Plan to add the new source and expand the Carlsborg Water System service area. Phase 3 consists of design engineering, construction engineering and construction of a blended water treatment system which allows for continued use of the existing Carlsborg Well.• Project Type: R&R, Defined	
926 – Evergreen R3 Reservoirs	715,694
<ul style="list-style-type: none">• Scope: In 2021 a consulting engineer completed a storage study which indicated the need for more storage capacity in the Evergreen Water System. Several future reservoir sites on Bell Hill were identified in the study report. This project consists of property procurement for a new reservoir site, design engineering, construction engineering and construction of the new reservoir.• Project Type: R&R, Defined	
927 – Gales Addition Transmission Line	290,178
<ul style="list-style-type: none">• Scope: This project replaces a section of water main between the Gales Addition and Mt. Angeles water systems. The transmission main will allow for water to be conveyed from the Gales Addition Reservoir to a pump station serving the Mt. Angeles Water System. The line will be designed such that it can also serve as a redundant feed to the Gales Addition system from an interconnection with the City of Port Angeles near S. Golf Course Rd.• Project Type: R&R, Defined	
928 – WSDOT Bagley Creek	152,022
<ul style="list-style-type: none">• Scope: A WSDOT fish passage project requires the relocation of water utilities near South Bagley and North Bagley Creek Roads. Utility relocation at South Bagley Creek Road requires the removal of a 10" arterial water main and installation of new 6" water main and 12" water main in order to maintain the connection between the Deer Park Reservoir and portions of the Lower Fairview Water System. Utility relocation at North Bagley Creek Road requires the removal and replacement of an 8-inch loop feed to N. Bagley Creek Rd.• Project Type: REQ, Defined	
929 – WSDOT Ennis Creek	16,500
<ul style="list-style-type: none">• Scope: A WSDOT fish passage project requires the reconfiguration of the intertie with the City of Port Angeles near Baker St. in Gales Addition. This project will coordinate with the utility relocation work performed by the City of Port Angeles.• Project Type: REQ, Defined	
930 – WSDOT Lees Creek	229,850
<ul style="list-style-type: none">• Scope: A WSDOT fish passage project requires the relocation of 500 LF of 8-inch water main which crosses Lee's Creek. The District plans on utilizing the WSDOT design-build contractor to perform the relocation. As a part of the utility construction agreement, the District will be entering into an Interlocal Agreement with WSDOT.• Project Type: REQ, Defined	

2024 Budget
Capital Outflows & Project Summaries

Budget Project by Category, *continued*

Water (continued)

931 – Hoko Safety & Reliability Upgrades	249,152
<ul style="list-style-type: none"> • Scope: The 2021 FEMA storm event highlighted the need for an automatic transfer switch at the Hoko Pump Station. The facility currently has a standby generator which is only compatible with a manual transfer switch. During the storm event crews could not access the facility to activate the standby generator. As a result, sump pumps in the lower level of the plant remained inactive which allowed floodwaters to damage pumping equipment. This project replaces the standby generator and adds an automatic transfer switch. A chemical storage room will be also be constructed to provide additional on-site storage for water treatment supplies. This project is partially funded with a FEMA 406 Mitigation Grant. • Project Type: R&R, New, Defined 	

Wastewater	109,810
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1003.24 – Sunshine I: Lower Lift Station	90,391
<ul style="list-style-type: none"> • Scope: Renewal and replacement of the lower wastewater collection lift station in Sunshine Acres I. • Project Type: R&R, Defined 	
1005.24 – Miscellaneous Capital	7,856
<ul style="list-style-type: none"> • Scope: Renewal, replacement and upgrades to wastewater collection systems, dosing chambers, treatment systems and drain-fields. • Project Type: R&R, Recurring 	
1006 – Replace Drain Field Pumps	11,563
<ul style="list-style-type: none"> • Scope: Replacement of recirculation and dosing pumps for drain field operations. • Project Type: R&R, Recurring 	

