

# 2025 ANNUAL BUDGET

JANUARY 1, 2025 TO DECEMBER 31, 2025

Public  
Utility  
District #1  
of  
Clallam County

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# Table of Contents

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## Introductory Section

Opening Letter from Management .....	6
Budget Design.....	8
2025 Budget Summary .....	11

## Division Summary

Electric.....	14
Water.....	16
Wastewater .....	18

## Personnel

District Organization Chart.....	22
Personnel by Department .....	23
Budget Year Organizational Changes .....	29

## Operations & Maintenance Expenses & Other Outflows

### Divisions by Function & Activity Code

Electric .....	32
Water.....	35
Wastewater .....	37
By Department .....	38

### Department Detail

Accounting .....	39
Auto Shop .....	40
Billing.....	41
Board of Commissioners.....	42
Broadband.....	43
Communications & Records .....	44
Customer Service.....	45
Energy Conservation.....	46
Facilities .....	47
Finance .....	49

## Table of Contents, *continued*

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General Engineering .....	51
General Manager .....	52
Human Resources .....	53
Information Technology .....	54
Materials & Warehousing.....	57
Operations.....	59
Power Supply .....	61
Risk Management .....	62
Safety .....	63
Transmission Engineering .....	64
Water Division .....	65
Wastewater Division.....	68
Activity Code Definitions .....	69

### Capital Outflows & Project Summaries

By Project Category .....	78
Budget Project by Category	
Broadband.....	79
Distribution & General Engineering.....	80
Facilities .....	83
Information Technology .....	84
Materials & Warehousing.....	84
Operations.....	85
Transmission.....	85
Transportation .....	88
Water .....	89
Wastewater .....	92

*Cover photo provided  
by Kaylie Hunter,  
Procurement &  
Warehouse  
Supervisor.*



# Introductory Section

*Photo provided by  
Sarah Duncan,  
Customer Service  
Representative.*

2025 Budget  
Introductory Section

## Opening Letter

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Dear Board of Commissioners:

We are pleased to present the final budget for Public Utility District No. 1 of Clallam County for the fiscal year beginning January 1, 2025, and concluding December 31, 2025. This budget serves as a financial blueprint, guiding the District's expenditures for the coming year while embodying our mission and vision.

The development of the 2025 budget was approached with a conservative mindset, as we anticipate several uncertainties ahead. We view 2025 as a year for planning and reassessment. As previously discussed during the 2024 budget presentations, the District is dedicated to performing a Cost of Service Analysis (COSA) in summer 2025. This analysis will inform potential rate impacts for future years, the strategic deployment of reserves, and likely bond issuance.

Key uncertainties include:

- **PA Operations Center & Auto Shop:** The project scope and cost estimate will be determined by summer 2025. This project will significantly affect our cash position and likely necessitate debt issuance.
- **BPA Rate Case:** The upcoming rate case will be settled by July 2025. This will establish our BPA rates for the next three years.
- District Staff are actively evaluating:
  - Capital Planning
  - Grant Opportunities
  - Board Member Initiatives & Inquiries

Budget managers employed a multi-year analysis to review each budget line, making necessary adjustments for the future. Consequently, the overall budget outflow for the District will increase by only 2.04% compared to last year, with detailed information available in the accompanying tables.

The highlights of the 2025 preliminary budget are as follows:

- Rate Adjustments:

Division	Rate Adj.	Eff. Date
<i>Electric</i>	2.5%	4/1/2025
<i>Water</i>	4.75%	3/1/2025
<i>Wastewater</i>	9.0%	3/1/2025

- Awarded grants totaling \$1.3 million for Low Income Solar, Sequim Microgrid Design & Construction, and Electrical Appliance Rebates. An additional \$127,000 in grants for Water projects are pending but reflected in the budget.
- Purchased Power costs decreased by \$1.2 million due to an updated load forecast reflecting lower trends compared to last year's budget, incorporating a reduced industrial load.
- Personnel costs increased 4.44% or \$1.2 million, primarily due to increases outlined in the 2023-2026 Collective Bargaining Agreement and inflationary adjustments for non-represented staff.

2025 Budget  
Introductory Section

Opening Letter, *continued*

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- Capital expenditures increased only \$455 thousand for the combined utility (excluding personnel) over the last budget year. There is a \$3.2 million reduction in planned work by the Water Department and a \$1.38 million decrease in transformer spending. These decreases are partially offset by increases in Transportation, Distribution, and Transmission projects, among other areas. The purchase of land for the PA Operations Center & Auto Shop was originally budgeted in 2024 but was brought into the 2025 budget.

The District is committed to operating in a fiscally responsible and sustainable manner while investing in infrastructure to ensure reliable and cost-effective services. We believe the 2025 budget aligns with these objectives.

We look forward to a successful year ahead with the continued support and oversight of the Board of Commissioners. We welcome any questions and discussions.

Respectfully,



Sean Worthington  
General Manager



Sarah Canepa, CPA  
Finance & Accounting Manager



Map of service territory: Electric meters in red; Water meters in blue.

## Budget Design

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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 elements** considered within the budget.

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### **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.



## Budget Design, *continued*

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### **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 reduced energy consumptions attributed to Washington's updated building codes and the District sponsored conservation programs.

**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.

**Budget Design, *continued***

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**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.

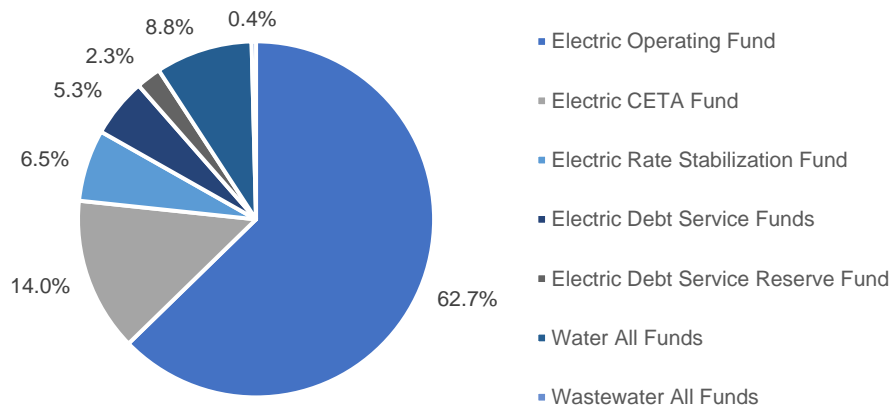
**CETA Fund** – Established in 2020 as a cash reserve to fund a future project that addresses the legislative mandates of the Clean Energy Transformation Act (CETA). An initial transfer of \$5.75M was made to the fund in 2020. A future project will be considered after the details of the new BPA Provider of Choice Contract are available for evaluation.

**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 funding criteria is that the fund balance shall be equal to the District’s minimum debt service coverage target of 1.25x and will be reviewed annually to ensure the Debt Service Coverage Target is met. The District’s Rate Stabilization Fund will be used to meet the Debt Service Coverage Target or to stabilize utility operations during an unexpected event that negatively impacts cash flows.

**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.



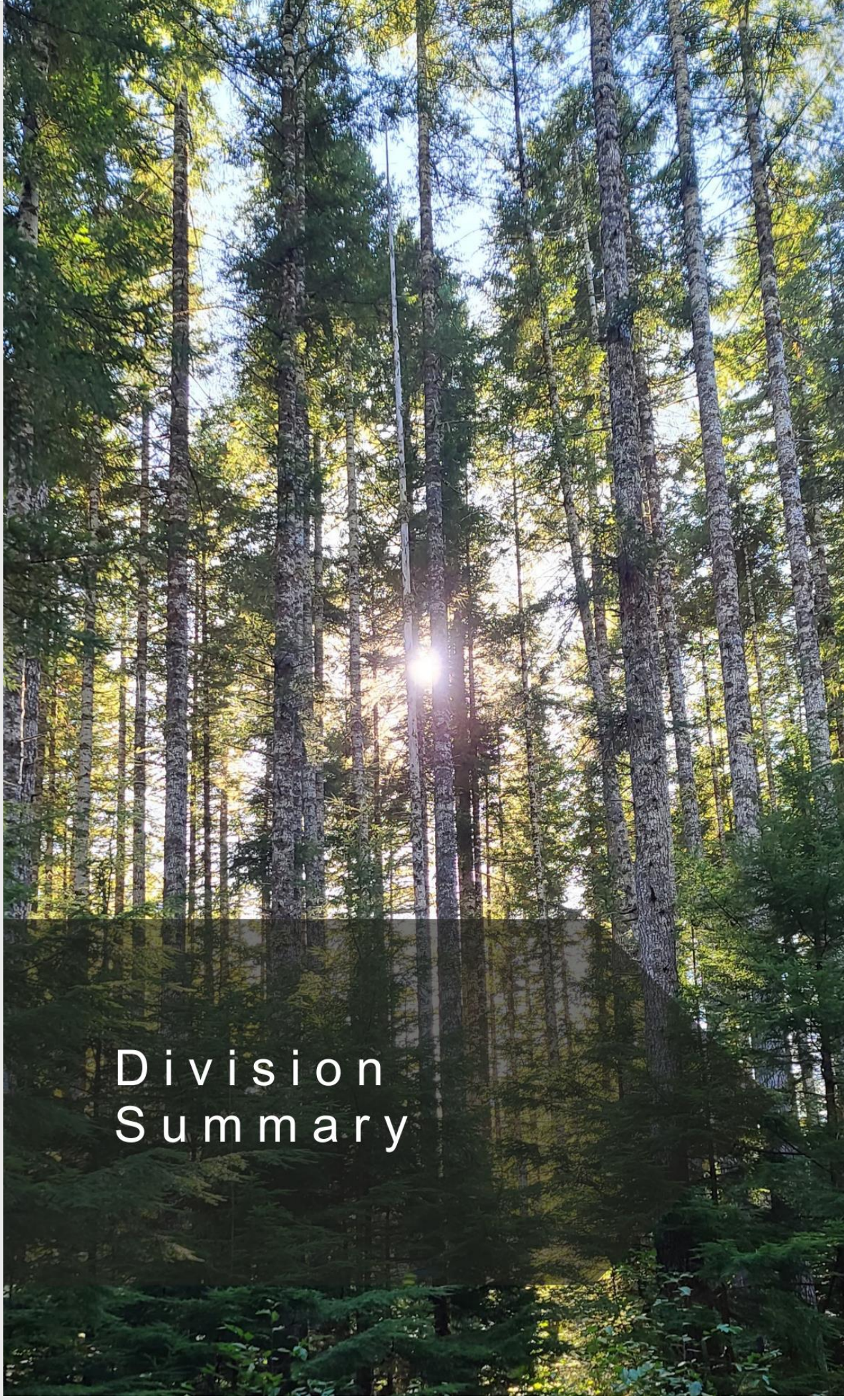
*Chart showing District-wide breakdown of projected 2025 ending cash balances*

2025 Budget  
Introductory Section

2025 Budget Summary

Electric		Water		Wastewater	
Inflows	<u>Budget</u>	Inflows	<u>Budget</u>	Inflows	<u>Budget</u>
Sales	76,768,470	Sales	6,821,821	Sales	107,579
Other	6,134,942	Other	186,946	Other	-
Interest	1,400,000	Interest	87,600	Interest	3,675
FEMA	170,000	FEMA	-	Customer Contr.	-
Customer Contr.	1,098,000	Customer Contr.	111,600	Loan Proceeds	<u>26,000</u>
Bond Proceeds	-	Loan Proceeds	1,092,043		137,254
DSR Transfer	<u>103,641</u>	Capital Fund Trf	<u>1,500,000</u>		
	85,675,053		9,800,010		
<b>Outflows</b>		<b>Outflows</b>		<b>Outflows</b>	
Conservation	875,000	Purchased Resources	290,000	Labor & Benefits	46,802
Purchased Resources	30,151,324	Labor & Benefits	2,680,743	O&M, & Admin.	37,839
Labor & Benefits	25,805,032	O&M, & Admin.	1,533,133	Taxes	500
O&M, & Admin.	9,569,769	Taxes	336,660	Debt	5,851
Taxes	4,886,414	Debt	1,040,841	Capital	<u>100,161</u>
Debt	3,320,325	Capital	<u>4,947,134</u>		191,153
Capital	16,873,764		10,828,511		
Fund Transfers	<u>575,000</u>				
	92,056,628				
Net Change in Operating Fund	(6,381,575)	Net Change in Operating Fund	(1,028,501)	Net Change in Operating Fund	(53,899)
<b>Fund Balances 12/31</b>					
Operating Fund	\$41,836,908	Operating Fund	\$2,279,308	Operating Fund	\$83,700
<i>Designated or Restricted Funds</i>					
CETA Fund	9,318,549	Debt Service Rsv	3,913	Capital Fund	171,370
Rate Stbln. Fund	4,348,867	Capital Fund	3,586,204		
Debt Service Fund	2,059,617				
Debt Service Rsv	1,507,917				

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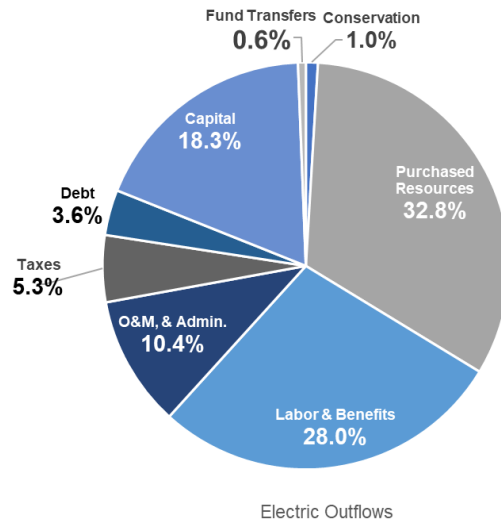
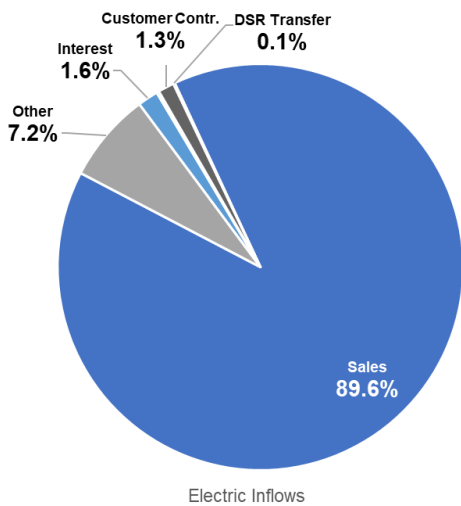
# Division Summary

*Photo provided by  
Doug Adams,  
Transmission &  
Substation Systems  
Supervisor.*

2025 Budget  
Division Summary

Electric

	2025	2024	2023
<b>Inflows</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Sales	76,768,470	74,960,700	72,988,550
Other	6,134,942	7,604,303	3,961,483
Interest	1,400,000	2,585,000	2,057,077
FEMA	170,000	338	1,449,274
Customer Contr.	1,098,000	1,622,397	1,555,643
Bond Proceeds	-	-	-
DSR Transfer	103,641	152,905	133,681
	<b>85,675,053</b>	<b>86,925,643</b>	<b>82,145,708</b>
<b>Outflows</b>			
Conservation	875,000	500,000	500,279
Purchased Resources	30,151,324	26,892,020	26,105,617
Labor & Benefits	25,805,032	22,664,164	21,296,750
O&M, & Admin.	9,569,769	7,597,807	9,729,215
Taxes	4,886,414	5,175,091	5,090,927
Debt	3,320,325	3,377,570	3,533,909
Capital	16,873,764	9,953,997	7,879,806
Fund Transfers	575,000	-	778,722
	<b>92,056,628</b>	<b>76,160,649</b>	<b>74,915,225</b>
<i>Net Change in Operating Fund</i>	<i>(6,381,575)</i>	<i>10,764,994</i>	<i>7,230,483</i>



2025 Budget  
Division Summary

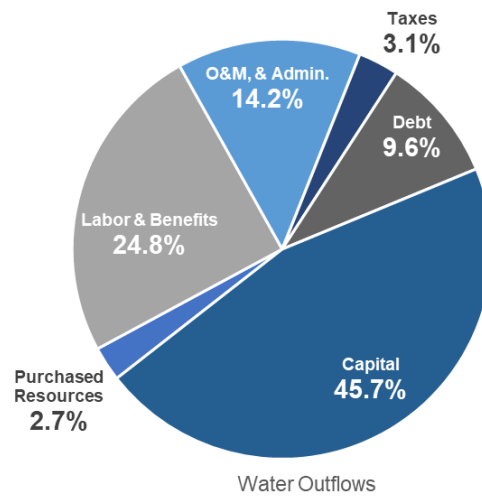
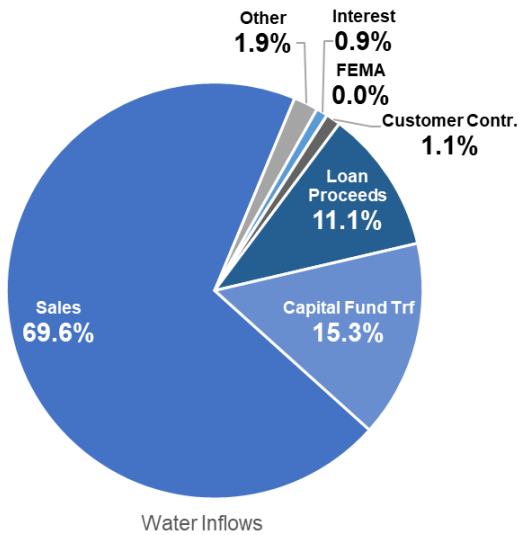
Electric, *continued*

	2025	2024	2023
<i>Net Change to Designated or Restricted Funds</i>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
CETA Fund	879,248	435,416	971,018
Rate Stbln. Fund	-	-	203,722
Debt Service Funds	45,600	(101,524)	45,753
Debt Service Reserve Fund	(103,641)	(152,905)	(133,681)
	821,207	180,987	1,086,812
<b>Fund Balances 12/31</b>			
Operating Fund	41,836,908	48,218,483	37,453,488
CETA Fund	9,318,549	8,439,301	8,003,885
Rate Stbln. Fund	4,348,867	4,348,867	4,348,867
Debt Service Funds	2,059,617	2,014,017	2,115,541
Debt Service Reserve Fund	1,507,917	1,611,558	1,764,463
<i>Total Designated or Restricted Funds</i>	17,234,950	16,413,743	16,232,757
<b>Total</b>	<b>\$59,071,858</b>	<b>\$64,632,226</b>	<b>\$53,686,245</b>

2025 Budget  
Division Summary

Water

	2025	2024	2023
<b>Inflows</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Sales	6,821,821	5,974,900	5,422,267
Other	186,946	896,415	91,292
Interest	87,600	156,400	102,273
FEMA	-	-	734,509
Customer Contr.	111,600	98,685	199,776
Loan Proceeds	1,092,043	1,500,500	4,365,416
Capital Fund Trf	1,500,000	-	-
	9,800,010	8,626,900	10,915,533
<b>Outflows</b>			
Purchased Resources	290,000	323,300	278,218
Labor & Benefits	2,680,743	2,200,400	1,997,486
O&M, & Admin.	1,533,133	1,167,500	1,263,652
Taxes	336,660	332,400	282,236
Debt	1,040,841	1,186,436	1,005,596
Capital	4,947,134	1,900,796	4,645,855
	10,828,511	7,110,832	9,473,043
<i>Net Change in Operating Fund</i>	(1,028,501)	1,516,068	1,442,490





2025 Budget  
Division Summary

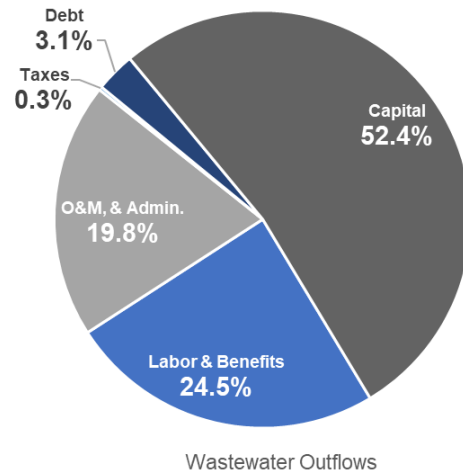
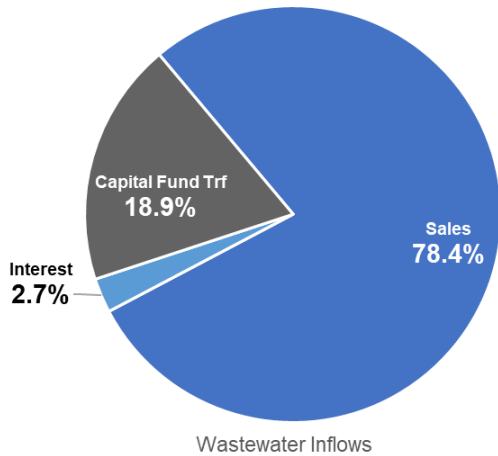
Water, *continued*

	2025	2024	2023
<b>Fund Balances 12/31</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Operating Fund	2,279,308	3,307,809	1,791,742
Debt Service Fund	3,913	3,920	3,924
Capital Fund	4,290,040	3,887,135	3,410,289
Interest	139,992	211,615	187,224
Capital Facil/Fire Protection Charges	656,172	191,290	289,622
Capital Fund Transfer	(1,500,000)	-	-
	3,586,204	4,290,040	3,887,135
Total	\$5,869,426	\$7,601,770	\$5,682,801

2025 Budget  
Division Summary

**Wastewater**

	2025	2024	2023
<b>Inflows</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Sales	107,579	101,800	89,591
Other	-	100	118
Interest	3,675	7,600	5,094
Customer Contr.	-	-	-
Loan Proceeds	-	-	-
Capital Fund Trf.	26,000	-	-
	137,254	109,500	94,803
<b>Outflows</b>			
Labor & Benefits	46,802	33,200	28,138
O&M, & Admin.	37,839	29,760	20,899
Taxes	500	500	464
Debt	5,851	5,918	5,984
Capital	100,161	22,297	-
	191,153	91,675	55,485
<i>Net Change in Operating Fund</i>	(53,899)	17,825	39,318



2025 Budget  
Division Summary

**Wastewater, *continued***

	2025	2024	2023
<b>Fund Balances 12/31</b>	<b>Budget</b>	<b>Projected</b>	<b>Actual</b>
Operating Fund	83,700	137,599	119,774
Capital Fund	184,682	165,911	150,120
Interest	3,500	9,455	8,048
Capital Maintenance Funds	9,188	9,317	7,743
Capital Fund Transfer	(26,000)	-	-
	171,370	184,682	165,911
Total	\$255,070	\$322,281	\$285,685

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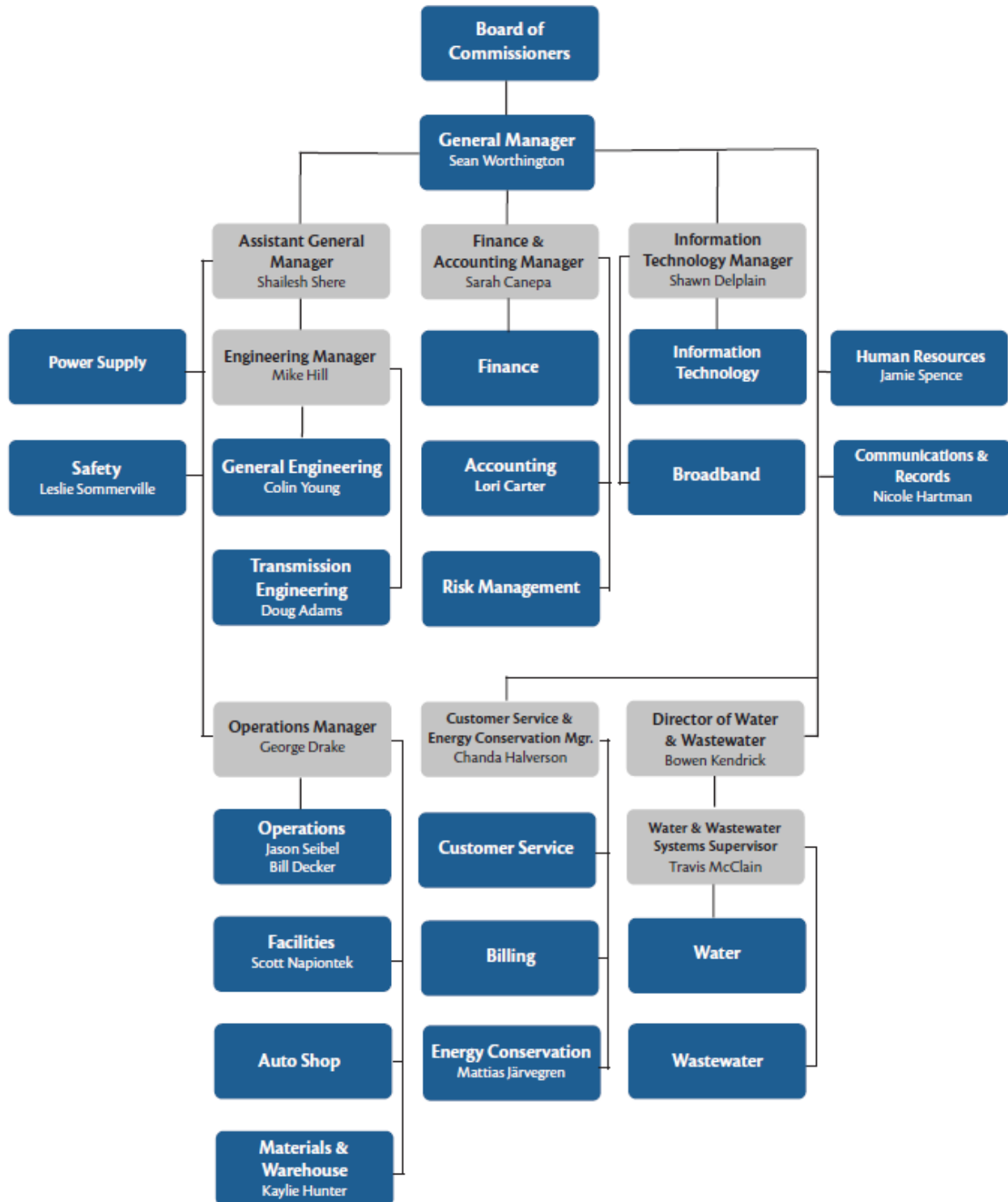
# Personnel

*Photo provided by  
Lyle Kmett,  
Flagging/Facilities  
Helper.*

2025 Budget  
Personnel

## District Organization Chart

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



2025 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.

<i>Budget Year 2025</i>		<i>Budget Year 2024</i>	
<b>Accounting</b>	<b>5</b>	<b>Accounting</b>	<b>5</b>
Accountant	1	Accountant	1
Accounting Specialist II	2	Accounting Specialist II	2
Controller Auditing Officer	1	Controller Auditing Officer	1
Senior Accountant	1	Senior Accountant	1
<b>Auto Shop</b>	<b>7</b>	<b>Auto Shop</b>	<b>7</b>
Auto Shop Assistant	1	Auto Shop Assistant	1
Auto Shop Foreman	1	Auto Shop Foreman	1
Mechanic Class I	1	Mechanic Class II	2
Mechanic Class II	2	Mechanic Class III	2
Mechanic Class III	2	Mechanic Trainee	1
<b>Billing</b>	<b>3</b>	<b>Billing</b>	<b>3</b>
Computer Operations Specialist	2	Computer Operations Specialist	2
Customer Information & Meter Support Specialist	1	Customer Information & Meter Support Specialist	1
<b>Board of Commissioners</b>	<b>3</b>	<b>Board of Commissioners</b>	<b>3</b>
Commissioner	3	Commissioner	3
<b>Broadband</b>	<b>2</b>	<b>Broadband</b>	<b>2</b>
Network Technician	2	Network Administrator	1
		Network Technician	1
<b>Communications &amp; Records</b>	<b>4</b>	<b>Communications &amp; Records</b>	<b>5</b>
Communications & Government Relations Mngr	1	Communications & Government Relations Mngr	1
Records Specialist	3	Records Specialist	2
		Records Technician	2

2025 Budget  
Personnel

Personnel by Department, *continued*

<i>Budget Year 2025</i>		<i>Budget Year 2024</i>	
<b>Customer Service</b>	<b>18</b>	<b>Customer Service</b>	<b>19</b>
Credit/Collections Specialist	1	Credit/Collections Specialist	1
Customer & Cmnty Outreach Programs Coord	1	Customer Service Coordinator	1
Customer Service & Conservation Manager	1	Customer Service Receptionist	1
Customer Service Coordinator	1	Customer Service Representative	10
Customer Service Representative	10	Customer Service Supervisor	1
Customer Service Support Specialist	1	Customer Service Support Specialist	2
Lead Customer Service Representative	3	Lead Customer Service Representative	3
<b>Energy Conservation</b>	<b>2</b>	<b>Utility Services</b>	<b>2</b>
Energy Conservation Advisor	1	Utility Services Advisor I	1
Energy Conservation Supervisor	1	Utility Services Supervisor	1
<b>Facilities</b>	<b>11</b>	<b>Facilities</b>	<b>11</b>
Electrician	1	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	5	Flagger/Facilities Helper	5
Maintenance Foreman	1	Maintenance Foreman	1
<b>Finance</b>	<b>3</b>	<b>Finance</b>	<b>3</b>
Finance & Accounting Manager	1	Finance Coordinator	1
Finance Coordinator	1	Finance Manager/Treasurer	1
Finance Manager/Treasurer	1	Financial Analyst II	1



2025 Budget  
Personnel

Personnel by Department, *continued*

<i>Budget Year 2025</i>		<i>Budget Year 2024</i>	
<b>General Engineering</b>	<b>10</b>	<b>General Engineering</b>	<b>10</b>
Distribution Systems Supervisor	1	Distribution Systems Supervisor	1
Engineer I	1	Engineer I	1
Engineer II	1	Engineer II	1
Engineering Manager	1	Engineering Manager	1
Engineering Tech I	2	Engineering Tech I	2
Engineering Tech II	2	Engineering Tech II	2
Senior Power Systems Project Coordinator	1	Senior Power Systems Project Coordinator	2
Power Systems Project Coordinator	1		
<b>General Manager</b>	<b>5</b>	<b>General Manager</b>	<b>5</b>
Assistant General Manager	1	Contracts Coordinator	1
Contracts Coordinator	1	Executive Assistant	1
Executive Assistant	1	General Manager	1
General Manager	1	General Superintendent	1
Grant Writer & Analyst	1	Grant Writer & Analyst	1
<b>Human Resources</b>	<b>4</b>	<b>Human Resources</b>	<b>5</b>
Benefits Analyst	1	Benefits Analyst	1
Human Resources & Employee Relations Manager	1	HR & Safety Administrative Coordinator	1
Payroll Coordinator	2	Human Resources Manager	1
		Payroll Coordinator	2
<b>Information Technology</b>	<b>5</b>	<b>Information Technology</b>	<b>5</b>
Business Analyst	1	Business Analyst	1
Desktop Technician	1	Desktop Technician	1
Information Technology Manager	1	Information Technology Manager	1
Systems Administrator	1	Systems Administrator	1
Senior Systems Administrator	1	Senior Systems Administrator	1
<b>Materials &amp; Warehousing</b>	<b>6</b>	<b>Materials &amp; Warehousing</b>	<b>6</b>
Inventory Control Specialist	1	Inventory Control Specialist	1
Materials Specialist	1	Materials Specialist	1
Procurement & Warehouse Supervisor	1	Procurement & Facilities Supervisor	1
Storeskeeper	2	Storeskeeper	2
Warehouse Foreman	1	Warehouse Foreman	1

2025 Budget  
Personnel

Personnel by Department, *continued*

<i>Budget Year 2025</i>		<i>Budget Year 2024</i>	
<b>Operations</b>	<b>56</b>	<b>Operations</b>	<b>57</b>
Apprentice Lineman	1	Apprentice Lineman	4
Directional Bore Foreman	1	Apprentice Meter Technician	1
Directional Bore Operator Trainee	1	Apprentice Tree Trimmer	2
Line Foreman	5	Directional Bore Operator	1
Lineman	16	Line Foreman	5
Meter Foreman	1	Lineman	14
Meter Helper	3	Meter Foreman	1
Meter Reader Class I	1	Meter Helper	3
Meter Technician	1	Meter Reader Class I	1
Operations Administrative Coordinator	1	Meter Reader Class II	1
Operations Assistant	3	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	4
Student Brush Cutter	3	Right of Way Maintenance Operator	2
Tree Trimmer	4	Serviceman Representative	4
Tree Trimming Foreman	2	Student Brush Cutter	3
		Tree Trimmer	2
		Tree Trimming Foreman	2
<b>Power Supply</b>	<b>1</b>	<b>Power Supply</b>	<b>1</b>
Power Analyst II	1	Power Analyst II	1
<b>Safety</b>	<b>2</b>	<b>Safety</b>	<b>1</b>
Safety Administrative Assistant	1	Safety Manager	1
Safety Manager	1		

2025 Budget  
Personnel

Personnel by Department, *continued*

<i>Budget Year 2025</i>		<i>Budget Year 2024</i>	
<b>Transmission Engineering</b>		<b>Transmission Engineering</b>	
	<b>8</b>		<b>7</b>
Electric Equipment & Environmental Specialist	1	Electric Equipment & Environmental Specialist	1
Engineer III	1	Engineer III	1
Relay Technician	1	Relay Technician	1
Substation Apprentice	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 Land Surveyor	1		
<b>Water</b>		<b>Water</b>	
	<b>15</b>		<b>14</b>
Director of Water & Wastewater	1	Sr Water & Wastewater Tech	4
Meter Reader Class III	1	Sr Wtr & WWW Tech - Water Quality Shift	1
Sr Water & Wastewater Tech	4	Water & Wastewater Foreman	1
Sr Wtr & WW Tech - Water Quality Shift	1	Water & Wastewater Helper	2
Water & Wastewater Foreman	2	Water & Wastewater Tech	1
Water & Wastewater Helper	2	Water Quality Foreman	1
Water Quality Foreman	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
<b>Grand Total</b>	<b>170</b>	<b>Grand Total</b>	<b>171</b>

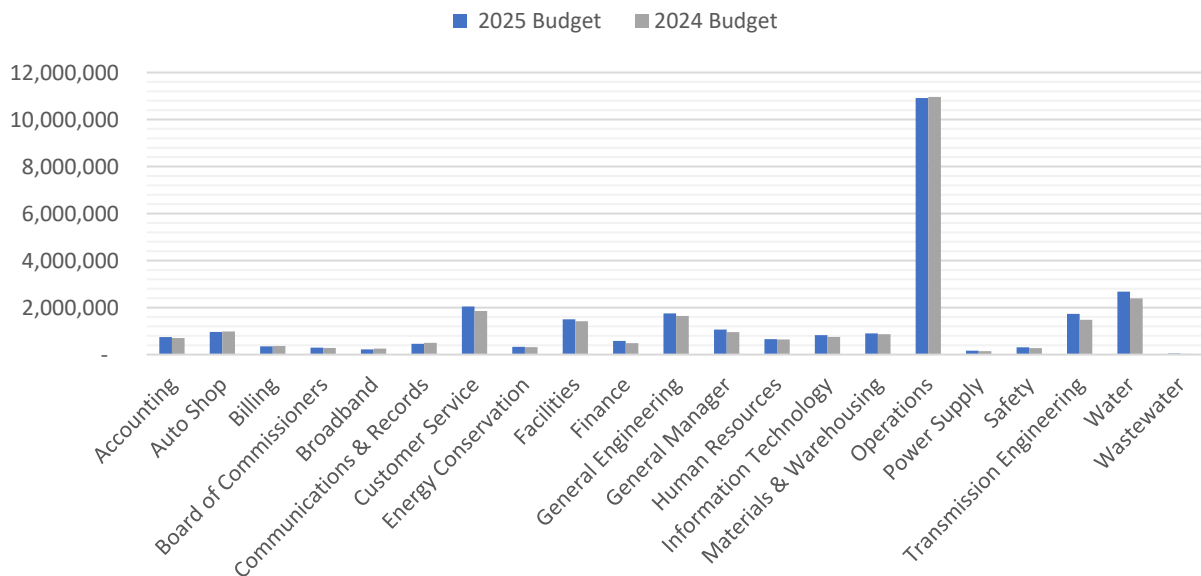


2025 Budget  
Personnel

**Personnel by Department, *continued***

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

	2025 Budget	\$ Change	% Change	2024 Budget
Accounting	747,385	40,432	5.72%	706,953
Auto Shop	963,512	(19,216)	-1.96%	982,728
Billing	346,846	(13,539)	-3.76%	360,385
Board of Commissioners	297,689	12,817	4.50%	284,872
Broadband	223,581	(28,704)	-11.38%	252,285
Communications & Records	456,123	(40,664)	-8.19%	496,787
Customer Service	2,042,442	188,680	10.18%	1,853,762
Energy Conservation	327,915	9,857	3.10%	318,058
Facilities	1,502,636	83,056	5.85%	1,419,580
Finance	580,782	91,972	18.82%	488,810
General Engineering	1,751,451	108,448	6.60%	1,643,003
General Manager	1,063,187	105,600	11.03%	957,587
Human Resources	653,455	7,853	1.22%	645,602
Information Technology	828,528	73,773	9.77%	754,755
Materials & Warehousing	902,073	33,320	3.84%	868,753
Operations	10,917,952	(44,034)	-0.40%	10,961,986
Power Supply	163,549	16,701	11.37%	146,848
Safety	307,014	34,882	12.82%	272,132
Transmission Engineering	1,728,912	247,201	16.68%	1,481,711
Water	2,680,743	288,396	12.05%	2,392,347
Wastewater	46,802	17,096	57.55%	29,706
<b>Grand Total</b>	<b>28,532,577</b>	<b>1,213,927</b>	<b>4.44%</b>	<b>27,318,650</b>



2025 Budget  
Personnel

## Budget Year Organizational Changes

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

### Overall Assumptions

- The 2024 budget reflects salary increases for Union positions as negotiated in the 2023-2026 Collective Bargaining Agreement (CBA).
- Staff positions are projected to receive a cost-of-living increase in January 2025 as well as an increase to the retirement plan match. Exempt and non-exempt employees will receive an additional match of 2% and 1%, respectively.
- Healthcare Insurance Premiums are projected to increase in 2025 related to an anticipated 6 – 8% increase in claims.

### Department Changes

- **Customer Service** – Eliminated a Customer Service Receptionist, but overall budget increased due to union step advancements and promotion due to restructuring.
- **Communications & Records** – Eliminated a Records Technician and promoted a Technician to Specialist.
- **Finance** – Budget increased due to promotion in restructuring.
- **General Manager** – Grant Writer & Analyst from part time to full time status.
- **Human Resources** – Eliminated the HR & Safety Administrative Coordinator (position modified & moved to Safety).
- **Operations** – Various promotions and job shifts occurred. The Meter Reader II was moved to the Water Department.
- **Safety** – Added a full time Safety Administrative Assistant (transferred from Human Resources & modified).
- **Transmission Engineering** – Added a Substation Apprentice.
- **Water** – Added a Meter Reader II (transferred from Operations). Other position changes, promotions, and restructuring occurred.
- **Wastewater** – Budget increased due to higher labor allocation based on forecasted work in 2025.

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Operations &  
Maintenance  
Expenses &  
Other  
Outflows

*Photo provided by  
Sarah Duncan,  
Customer Service  
Representative.*

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Electric Division by Function & Activity Code

Operations and maintenance outflows, *other than personnel*, are presented below as a year over year comparison. The information is presented by Division, Function, and Activity Code. The subsequent sections present the information by department (including Water & Wastewater Divisions).

	2025 Budget	\$ Change	% Change	2024 Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>	<b>580,384</b>	<b>20,518</b>	<b>3.66%</b>	<b>559,866</b>
6255 - Per Diem	45,251	(15,066)	-24.98%	60,317
6260 - Travel Expense	102,325	(1,665)	-1.60%	103,990
6261 - Mileage - Taxable	13,699	(3,416)	-19.96%	17,115
6262 - Mileage - Non Taxable	33,694	(6,510)	-16.19%	40,204
6265 - Training Expense	326,485	68,864	26.73%	257,621
6266 - Tuition Expense	6,600	(1,100)	-14.29%	7,700
6280 - Employee Awards	26,000	(5,400)	-17.20%	31,400
6432 - Interview Costs	17,200	0	0.00%	17,200
6433 - Misc Hiring Expense	3,000	(7,250)	-70.73%	10,250
6491 - Individual Dues	6,130	(7,939)	-56.43%	14,069
<b>Taxes, Insurance, &amp; Debt Service</b>	<b>9,216,294</b>	<b>172,310</b>	<b>1.91%</b>	<b>9,043,984</b>
1340 - Debt Service	3,320,325	(57,245)	-1.69%	3,377,570
6212 - Disability and Life	85,000	(5,000)	-5.56%	90,000
6420 - Property Insurance	215,290	(5,452)	-2.47%	220,742
6421 - Liability Insurance	781,190	153,239	24.40%	627,951
6423 - Fidelity Insurance	1,500	0	0.00%	1,500
6424 - General Insurance	11,575	0	0.00%	11,575
6853 - Public Utility Tax	2,234,840	117,732	5.56%	2,117,108
6857 - Privilege Tax	1,374,774	436	0.03%	1,374,338
6862 - Wholesaling Tax	1,200	0	0.00%	1,200
6863 - Service Tax	55,000	0	0.00%	55,000
6864 - Retailing Tax	27,000	17,000	170.00%	10,000
6871 - City of Sequim Tax	782,000	(30,000)	-3.69%	812,000
6872 - City of Port Angeles Tax	2,500	500	25.00%	2,000
6873 - Quileute Tribal Council Tax	30,000	(1,000)	-3.23%	31,000
6874 - City of Forks Tax	259,500	(6,000)	-2.26%	265,500
6882 - Unemployment	10,000	(15,000)	-60.00%	25,000
6883 - Federal Excise Tax	1,600	100	6.67%	1,500
6884 - Leasehold Tax	23,000	3,000	15.00%	20,000



2025 Budget  
Operations & Maintenance Expenses & Other Outflows

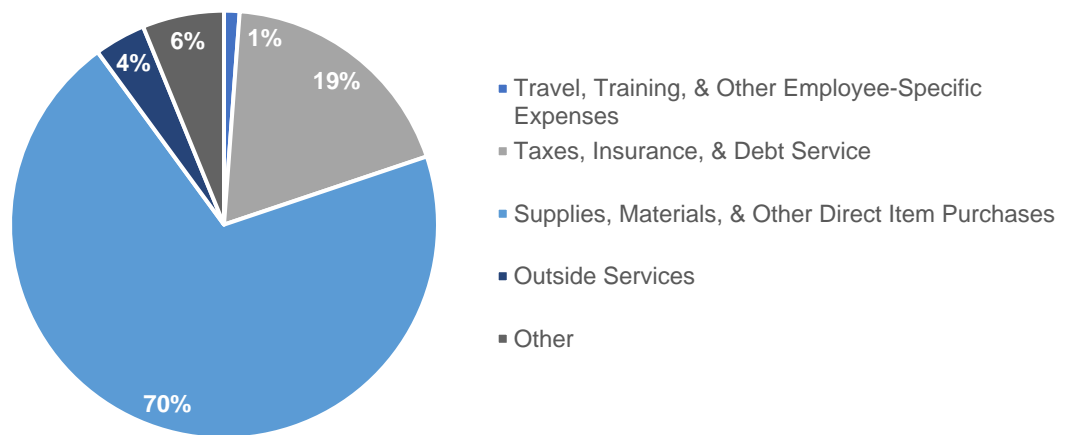
**Electric Division by Function & Activity Code, *continued***

	2025 Budget	\$ Change	% Change	2024 Budget
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>	<b>34,615,143</b>	<b>(667,318)</b>	<b>-1.89%</b>	<b>35,282,461</b>
6300 - Small & Attractive Assets	47,530	(5,110)	-9.71%	52,640
6310 - Stock	5,030,175	1,194,883	31.15%	3,835,292
6311 - Inventory Issued to Capital	(3,689,250)	(890,550)	31.82%	(2,798,700)
6315 - Other Material & Supplies	530,454	(8,046)	-1.49%	538,500
6316 - Other Tools & Equipment	268,125	57,836	27.50%	210,289
6318 - Utility Infrastructure Parts	16,800	5,100	43.59%	11,700
6320 - Office Supplies	41,250	(6,860)	-14.26%	48,110
6321 - Forms	14,600	(7,000)	-32.41%	21,600
6322 - Subscriptions & Online Databases	41,720	(9,425)	-18.43%	51,145
6323 - Office Furniture	6,200	(2,300)	-27.06%	8,500
6330 - Janitorial Supplies	16,600	(1,206)	-6.77%	17,806
6340 - Communications Equipment	1,000	(5,000)	-83.33%	6,000
6350 - Computer & Tech Supplies	294,200	87,600	42.40%	206,600
6352 - Software	901,440	31,500	3.62%	869,940
6365 - Fleet Equipment Parts	355,000	110,000	44.90%	245,000
6371 - Fuel	365,650	10,650	3.00%	355,000
6374 - Hydraulic Supplies	12,000	3,000	33.33%	9,000
6410 - Safety Expense	210,325	6,475	3.18%	203,850
6730 - Purchased Power/Water	30,151,324	(1,238,865)	-3.95%	31,390,189
<b>Outside Services</b>	<b>1,917,890</b>	<b>318,398</b>	<b>19.91%</b>	<b>1,599,492</b>
6415 - Auditing	116,000	0	0.00%	116,000
6418 - Legal	180,000	30,000	20.00%	150,000
6419 - Consulting	320,292	(10,646)	-3.22%	330,938
6440 - Equipment Rental	9,900	1,000	11.24%	8,900
6442 - Contractual Services	908,615	309,807	51.74%	598,808
6446 - Answering Service	96,650	4,646	5.05%	92,004
6470 - Janitorial Service	31,500	1,500	5.00%	30,000
6471 - Delivery Service	3,200	0	0.00%	3,200
6481 - Maintenance Contracts	175,333	(10,709)	-5.76%	186,042
6497 - Equipment Repair Services	76,400	(7,200)	-8.61%	83,600

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

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

	2025 Budget	\$ Change	% Change	2024 Budget
<b>Other</b>	<b>3,048,121</b>	<b>691,190</b>	<b>29.33%</b>	<b>2,356,931</b>
1000 - Fund Transfers	575,000	575,000	0.00%	0
1429 - Credit Balance Refund	150,000	0	0.00%	150,000
2320 - LIFO Payments	12,000	12,000		0
2327 - BPA/WX Loans	10,000	0	0.00%	10,000
2520 - Customer Advance Refunds	150,000	90,000	150.00%	60,000
2521 - Rate Payer Assistance Payments	0	(324,185)	-100.00%	324,185
6361 - Postage	213,990	39,700	22.78%	174,290
6443 - Telephone & Internet	380,774	7,116	1.90%	373,658
6444 - Water Utility	37,220	15,080	68.11%	22,140
6448 - Miscellaneous Utilities	133,400	26,360	24.63%	107,040
6450 - Permits	1,900	(5,400)	-73.97%	7,300
6451 - Easements	30,000	5,400	21.95%	24,600
6452 - Miscellaneous Expense	165,020	22,299	15.62%	142,721
6480 - Leases	118,341	1,034	0.88%	117,307
6489 - Advertising	175,300	(19,133)	-9.84%	194,433
6490 - Association Dues	256,047	900	0.35%	255,147
6500 - PUD Rebates	875,000	306,200	53.83%	568,800
6703 - Minor Claims	20,000	0	0.00%	20,000
6721 - Expenses Transferred	(525,693)	(42,631)	8.83%	(483,062)
8056 - Bank Fees	269,822	(18,550)	-6.43%	288,372
<b>Grand Total</b>	<b>49,377,832</b>	<b>535,098</b>	<b>1.10%</b>	<b>48,842,734</b>



2025 Budget

Operations & Maintenance Expenses & Other Outflows

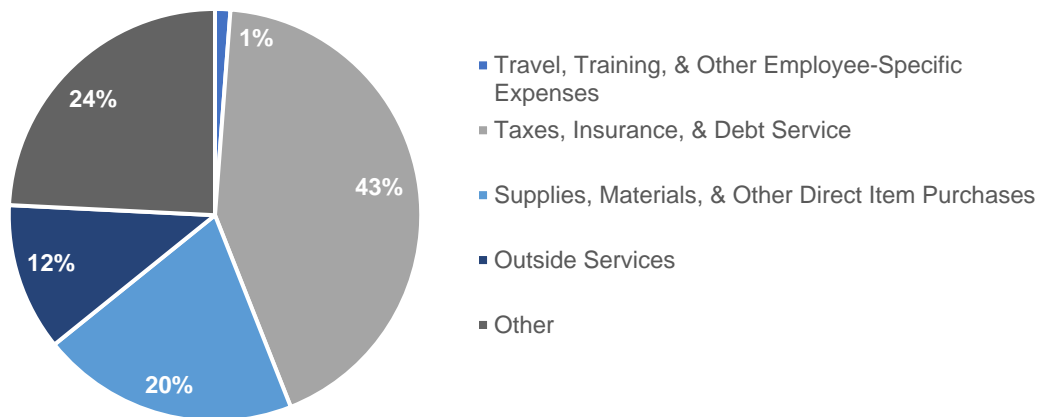
Water Division by Function & Activity Code

	2025 Budget	\$ Change	% Change	2024 Budget
<b>Travel, Training, &amp; Other Employee-Specific Expense:</b>	<b>21,313</b>	<b>1,221</b>	<b>6.08%</b>	<b>20,092</b>
6255 - Per Diem	1,246	46	3.83%	1,200
6260 - Travel Expense	1,246	46	3.83%	1,200
6261 - Mileage - Taxable	498	18	3.75%	480
6262 - Mileage - Non Taxable	1,433	53	3.84%	1,380
6265 - Training Expense	15,090	558	3.84%	14,532
6270 - Crew Meals	1,000	0	0.00%	1,000
6491 - Individual Dues	800	500	166.67%	300
<b>Taxes, Insurance, &amp; Debt Service</b>	<b>1,377,501</b>	<b>(198,015)</b>	<b>-12.57%</b>	<b>1,575,516</b>
1340 - Debt Service	1,040,841	(250,605)	-19.40%	1,291,446
6212 - Disability and Life	9,000	(1,200)	-11.76%	10,200
6853 - Public Utility Tax	298,500	52,000	21.10%	246,500
6863 - Service Tax	12,000	0	0.00%	12,000
6871 - City of Sequim Tax	17,000	2,000	13.33%	15,000
6884 - Leasehold Tax	160	(210)	-56.76%	370
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>	<b>649,996</b>	<b>9,504</b>	<b>1.48%</b>	<b>640,492</b>
6300 - Small & Attractive Assets	18,330	678	3.84%	17,652
6310 - Stock	228,816	21,988	10.63%	206,828
6311 - Inventory Issued to Capital	(171,502)	(24,410)	16.60%	(147,092)
6315 - Other Material & Supplies	70,204	2,596	3.84%	67,608
6316 - Other Tools & Equipment	18,330	678	3.84%	17,652
6318 - Utility Infrastructure Parts	18,330	678	3.84%	17,652
6319 - Chemical Products	66,677	2,465	3.84%	64,212
6320 - Office Supplies	1,346	50	3.86%	1,296
6322 - Subscriptions & Online Databases	0	(8,820)	-100.00%	8,820
6323 - Office Furniture	1,038	38	3.80%	1,000
6350 - Computer & Tech Supplies	3,078	114	3.85%	2,964
6352 - Software	12,100	0	0.00%	12,100
6365 - Fleet Equipment Parts	14,019	519	3.84%	13,500
6371 - Fuel	56,074	2,074	3.84%	54,000
6374 - Hydraulic Supplies	727	27	3.86%	700
6410 - Safety Expense	22,429	829	3.84%	21,600
6730 - Purchased Power/Water	290,000	10,000	3.57%	280,000

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

Water Division by Function & Activity Code, *continued*

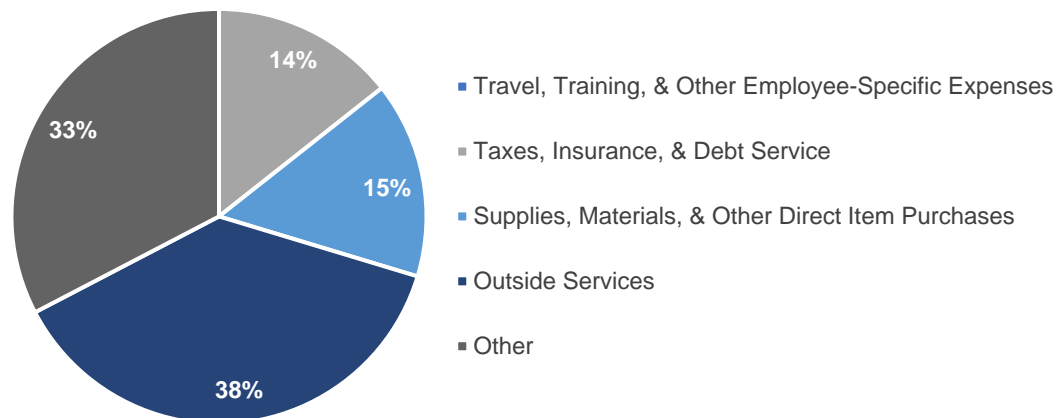
	2025 Budget	\$ Change	% Change	2024 Budget
<b>Outside Services</b>	<b>372,487</b>	<b>186</b>	<b>0.05%</b>	<b>372,301</b>
6418 - Legal	52,000	0	0.00%	52,000
6419 - Consulting	0	(7,000)	-100.00%	7,000
6440 - Equipment Rental	1,140	0	0.00%	1,140
6442 - Contractual Services	198,459	6,528	3.40%	191,931
6481 - Maintenance Contracts	115,696	466	0.40%	115,230
6497 - Equipment Repair Services	5,192	192	3.84%	5,000
<b>Other</b>	<b>779,337</b>	<b>45,145</b>	<b>6.15%</b>	<b>734,192</b>
2520 - Customer Advance Refunds	4,500	0	0.00%	4,500
6361 - Postage	7,600	0	0.00%	7,600
6443 - Telephone & Internet	13,800	0	0.00%	13,800
6445 - Electricity Utility	171,164	0	0.00%	171,164
6450 - Permits	12,440	0	0.00%	12,440
6452 - Miscellaneous Expense	8,648	312	3.74%	8,336
6480 - Leases	23,880	0	0.00%	23,880
6490 - Association Dues	9,800	7,390	306.64%	2,410
6703 - Minor Claims	2,077	77	3.85%	2,000
6720 - Equipment Cost	5,000	0	0.00%	5,000
6721 - Expenses Transferred	520,428	37,366	7.74%	483,062
<b>Grand Total</b>	<b>3,200,634</b>	<b>(141,959)</b>	<b>-4.25%</b>	<b>3,342,593</b>



2025 Budget  
Operations & Maintenance Expenses & Other Outflows

### Wastewater Division by Function & Activity Code

	2025 Budget	\$ Change	% Change	2024 Budget
<b>Travel, Training, &amp; Other Employee-Specific Expense:</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
6260 - Travel Expense	0	0	0.00%	0
6265 - Training Expense	0	0	0.00%	0
<b>Taxes, Insurance, &amp; Debt Service</b>	<b>6,351</b>	<b>(67)</b>	<b>-1.04%</b>	<b>6,418</b>
1340 - Debt Service	5,851	(67)	-1.13%	5,918
6863 - Service Tax	500	0	0.00%	500
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>	<b>6,760</b>	<b>230</b>	<b>3.52%</b>	<b>6,530</b>
6315 - Other Material & Supplies	1,646	56	3.52%	1,590
6316 - Other Tools & Equipment	1,097	37	3.49%	1,060
6318 - Utility Infrastructure Parts	2,588	88	3.52%	2,500
6352 - Software	1,429	49	3.55%	1,380
<b>Outside Services</b>	<b>16,653</b>	<b>435</b>	<b>2.68%</b>	<b>16,218</b>
6442 - Contractual Services	16,653	435	2.68%	16,218
<b>Other</b>	<b>14,426</b>	<b>490</b>	<b>3.52%</b>	<b>13,936</b>
1000 - Fund Transfers	0	0	0.00%	0
6443 - Telephone & Internet	355	12	3.50%	343
6444 - Water Utility	427	15	3.64%	412
6445 - Electricity Utility	3,826	130	3.52%	3,696
6450 - Permits	3,292	112	3.52%	3,180
6451 - Easements	219	7	3.30%	212
6452 - Miscellaneous Expense	658	22	3.46%	636
6720 - Equipment Cost	329	11	3.46%	318
6721 - Expenses Transferred	5,320	181	3.52%	5,139
<b>Grand Total</b>	<b>44,190</b>	<b>1,088</b>	<b>2.52%</b>	<b>43,102</b>



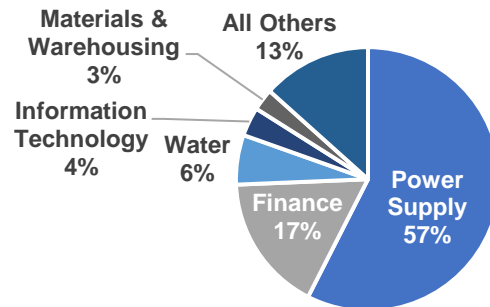
## 2025 Budget

### Operations & Maintenance Expenses & Other Outflows

#### By Department

Operations and maintenance outflows, *other than personnel*, are presented below as a year over year comparison by Department (including the Water and Wastewater Divisions). The detail for the current year's budget lines is provided for each Department or Division on the pages that follow. Detail for the previous year's budget can be found in the budget book published for that year.

	2025 Budget	\$ Change	% Change	2024 Budget
Accounting	103,614	(28,086)	-21.33%	131,700
Auto Shop	975,524	149,224	18.06%	826,300
Billing	273,183	14,261	5.51%	258,922
Board of Commissioners	261,632	3,085	1.19%	258,547
Broadband	211,076	58,895	38.70%	152,181
Communications & Records	263,500	(6,893)	-2.55%	270,393
Customer Service	126,795	16,457	14.92%	110,338
Energy Conservation	1,002,839	367,093	57.74%	635,746
Facilities	552,624	18,042	3.37%	534,582
Finance	8,863,370	720,277	8.85%	8,143,093
General Engineering	84,591	12,757	17.76%	71,834
General Manager	364,093	8,493	2.39%	355,600
Human Resources	252,531	(23,050)	-8.36%	275,581
Information Technology	1,863,123	137,357	7.96%	1,725,766
Materials & Warehousing	1,404,503	275,580	24.41%	1,128,923
Operations	1,234,016	273,357	28.46%	960,659
Power Supply	30,258,324	(1,602,096)	-5.03%	31,860,420
Risk Management	1,009,480	147,787	17.15%	861,693
Safety	120,464	14,464	13.65%	106,000
Transmission Engineering	152,550	(21,906)	-12.56%	174,456
Wastewater	44,190	1,088	2.52%	43,102
Water	3,200,634	(141,959)	-4.25%	3,342,593
<b>Grand Total</b>	<b>52,622,656</b>	<b>394,227</b>	<b>0.75%</b>	<b>52,228,429</b>



2025 Budget

Operations & Maintenance Expenses & Other Outflows

Accounting Department Detail

Sarah Canepa, Finance & Accounting Manager  
Lori Carter, Controller/Auditing Officer

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>23,014</b>
Travel Expense	6260	5,200
NWPPA/NISC/GFOA	6265	5,150
NWPPA Flipping the Switch (in-house)	6265	3,124
APPA Education Institute, 2 day (2)	6265	2,390
Per Diem	6255	1,900
Mileage - Non Taxable	6262	1,513
NWPPA CFO/Accounting Webinar Series (1)	6265	1,500
NISC MIC (1)	6265	1,200
GFOA Dues (3)	6491	450
WPUDA Finance Officer's Meeting (4)	6265	400
Mileage - Taxable	6261	187
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>2,600</b>
Tax forms, Checks	6321	1,100
General Office Supplies	6320	1,000
NISC custom reports	6352	500
<b>Outside Services</b>		<b>77,500</b>
State Auditors' Office Audit Services	6415	70,000
Moss Adams Consulting	6419	7,500
<b>Other</b>		<b>500</b>
GFOA Cert Submission	6452	500
<b>Grand Total</b>		<b>103,614</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Auto Shop Department Detail

George Drake, Operations Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>10,900</b>
Mechanic training	6265	4,500
Travel Expense	6260	2,500
Per Diem	6255	2,000
Fleet Managers Meetings	6265	1,500
Mileage - Non Taxable	6262	200
Mileage - Taxable	6261	200
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>899,450</b>
Fuel, Gas, Diesel, DEF, Motor Oil	6371	365,650
Purch Items (filters, belts, brakes, starters, engine components, batteries, exhaust)	6365	340,000
Welding, Bolts & Nuts, Wire, Metal, Adhesives	6315	60,000
Inventory Purchased	6310	60,000
Miscellaneous Tools	6316	19,800
Hand Tools, Pullers, Front-end Tool	6316	15,750
Hydraulic Hose, Fittings, Connectors, Pumps, & Hydraulic Oil	6374	12,000
Flexture Mobile Welding Table "2"	6316	7,400
Multidrawer Mobile Storage (Welding Shop) "2"	6316	7,000
Pur-flo Welding Helmet With Respirator "3"	6316	6,600
Gear Pulling Cabinet & Pullers "2"	6316	3,250
Filter Masks, Face Sheilds , Gloves	6410	2,000
<b>Outside Services</b>		<b>96,320</b>
Vehicle Maintenance & Repair Services	6497	35,000
Verizon GPS/Diagnostic	6442	35,000
Truck Boom Testing	6442	19,000
Safety Inspection, Motor Oil Disposal, SME Solutions tests	6442	4,820
Vestis Coveralls/ towels	6442	2,500
<b>Other</b>		<b>(31,146)</b>
Deliver Vehicles & Equipment & Education	6452	1,200
Allocation of Shared Services (from Water)	6721	(32,346)
<b>Grand Total</b>		<b>975,524</b>



2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Billing Department Detail

Chanda Halverson, Customer Services & Conservation Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>5,410</b>
NWPPA Flipping the Switch (in-house)	6265	2,678
Travel Expense	6260	2,000
Per Diem	6255	384
Mileage - Non Taxable	6262	204
Mileage - Taxable	6261	144
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>23,250</b>
Copy Paper / NISC Envelopes	6320	15,600
NISC Forms	6321	6,600
Ink for Postage Machine	6320	550
Furniture	6323	500
<b>Outside Services</b>		<b>52,373</b>
NISC Data Processing & Contract Services	6442	48,000
NISC Support (Custom reports & Business Plan Consultations)	6419	3,000
Pitney Bowes Inserter/Folder Service Contract	6481	1,373
<b>Other</b>		<b>192,150</b>
NISC Utility Bill Postage	6361	136,000
Reserve Account Pitney Bowes - Main Office Postage	6361	45,375
Pitney Bowes Postage Machine Lease	6480	5,360
Department Requested Postage	6361	3,000
Branch Office postage	6361	1,890
United States Postal Service - PO Box rentals (Carlsborg & Forks)	6361	525
<b>Grand Total</b>		<b>273,183</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Board of Commissioners Department Detail

Sean Worthington, General Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>23,385</b>
Travel and Training	6265	5,000
Travel Expense	6260	5,000
Per Diem	6255	5,000
Mileage - Non Taxable	6262	4,800
Mileage - Taxable	6261	1,800
NWPPA Flipping the Switch (in-house)	6265	1,785
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>2,200</b>
Misc. Supplies	6315	1,200
Office Supplies	6320	1,000
<b>Other</b>		<b>236,047</b>
WPUDA Dues (Washington Public Utility Districts Association)	6490	115,000
APPA Dues (American Public Power Association)	6490	30,500
NWPPA Dues (Northwest Public Power Association)	6490	30,000
General Election Costs	6452	30,000
Clallam County EDC Due (Economic Development Council)	6490	25,000
Energy Northwest DEED	6490	3,100
North Olympic Peninsula RC&D Dues	6490	800
Sequim Chamber of Commerce Dues	6490	595
North Peninsula Building Association Dues	6490	475
Port Angeles Chamber of Commerce Dues	6490	372
Forks Chamber of Commerce Dues	6490	100
Port Angeles Business Association Dues	6490	55
Clallam County Utilities Coordinating Council Dues	6490	50
<b>Grand Total</b>		<b>261,632</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Broadband Department Detail

Shawn Delplain, Information Technology Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>41,970</b>
Travel Expense	6260	18,000
Network Equipment Training (Mikrotik & Cisco Equipment)	6265	10,800
Palo Alto Training	6265	6,640
NoaNet Meetings	6265	3,800
NWPPA Flipping the Switch (in-house)	6265	1,785
Mileage - Non Taxable	6262	500
Per Diem	6255	320
Mileage - Taxable	6261	125
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>69,800</b>
Fiber Tools & Equipment for New Truck (testing, splicing, etc.)	6316	29,000
Misc. Fiber Material (pigtails, ends, enclosures, media cvtrs)	6315	24,000
Larger Component Misc. Battery Replacements (Huts, nodes, cpe's, and whse's.)	6318	16,800
<b>Outside Services</b>		<b>51,792</b>
NoaNet Monitoring/Access	6419	44,292
Air Flo HVAC Maintenance (Fiber Huts & Network Nodes)	6442	7,500
<b>Other</b>		<b>47,514</b>
NoaNet Ethernet Transport	6443	13,200
Wave Broadband Ethernet (Ediz Hook)	6443	12,828
Wave Broadband Dark Fiber Lease (223 E 4th St)	6443	8,316
WA DNR Tower Lease (Ellis Mtn. Lookout, Link to Forks and Old Mill Substation)	6480	6,000
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 CSR Kiosk (Lower Elwha Food & Fuel)	6443	600
<b>Grand Total</b>		<b>211,076</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Communications & Records Department Detail

Nicole Hartman, Communications & Government Relations Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>15,500</b>
Training Registrations	6265	5,000
Lodging, Airfare, Transportation	6260	4,000
Mileage - Non Taxable	6262	3,000
Per Diem	6255	2,000
Mileage - Taxable	6261	1,000
ALARM, ARMA, AIIM, WAPRO Dues	6491	500
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>7,500</b>
Forms (Customer-facing rack cards, business cards, letterhead, envelopes)	6321	5,000
Storage Boxes	6315	1,000
Furniture, Lights, Chairs	6323	500
Annual Subscriptions (Sequim Gazette, PDN, Forks Forum)	6322	500
Consumables (Fax paper, stamps, supplies)	6320	500
<b>Outside Services</b>		<b>46,000</b>
Consulting	6419	40,000
Canon Scanner Maintenance	6481	6,000
<b>Other</b>		<b>194,500</b>
Events, Promotional Items	6489	75,000
Radio, Print Ads, Banners, Special Publications, Yellow Pages, Lobby	6489	60,000
HotLine Newsletter	6489	30,000
Postage (Hotline)	6361	27,000
Shredding Services	6448	2,000
Records Roundup/Employee Incentives	6452	500
<b>Grand Total</b>		<b>263,500</b>

2025 Budget

Operations & Maintenance Expenses & Other Outflows

Customer Service Department Detail

Chanda Halverson, Customer Services & Conservation Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>31,313</b>
NWPPA Flipping the Switch (in-house)	6265	15,173
Supervisor/Coordinator Training	6265	7,800
Travel Expense	6260	3,000
NISC MIC Conference ("2")	6265	2,200
Credit & Collections Workshop	6265	1,500
Mileage - Non Taxable	6262	890
Per Diem	6255	640
Mileage - Taxable	6261	110
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>13,020</b>
Utility Exchange Credit Check Database for Customers	6322	7,800
Label tape, printer tape, ten key machines	6320	1,500
Redsson Online Portal	6322	1,020
Misc. Furniture	6323	1,000
Computer/Office Remit Equipment & Software	6315	500
Misc. Other Materials & Supplies	6315	500
Language Line Service - Interpretation Services	6322	400
Forms (Signature Cards)	6321	300
<b>Outside Services</b>		<b>43,150</b>
Loomis Armored Service (Carlsborg and 3 kiosk pickups - 2 PA, 1 SQ)	6442	30,220
Evergreen Financial Services Commissions	6442	12,000
Technology Unlimited - Maintenance Contract for Check Scanner (Remittance)	6481	930
<b>Other</b>		<b>39,312</b>
US Payments Kiosk Leases	6480	31,140
US Payments Kiosk transaction fees	8056	6,372
Clallam Co-Op Assoc. - Drop Box Lease	6480	1,800
<b>Grand Total</b>		<b>126,795</b>

2025 Budget

Operations & Maintenance Expenses & Other Outflows

Energy Conservation Department Detail

Chanda Halverson, Customer Services & Conservation Manager  
 Mattias Jarvegren, Energy Conservation Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>6,439</b>
Classes, Travel, Seminars, & Conferences	6265	3,450
Mileage - Non Taxable	6262	900
Per Diem	6255	896
NWPPA Flipping the Switch (in-house)	6265	893
Mileage - Taxable	6261	300
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>3,100</b>
Promotions, Key Accounts, Class Lunches, & Printing	6315	2,500
Tape Measure, Flashlights, Hand tools	6316	600
<b>Outside Services</b>		<b>106,000</b>
CPA & CEIP Update	6442	60,000
State Auditor	6415	46,000
<b>Other</b>		<b>887,300</b>
Low Income Weatherization	6500	350,000
Heat pumps - Ductless (PUD Rebates)	6500	140,000
Industrial (PUD Rebates)	6500	120,000
Commercial (PUD Rebates)	6500	75,000
Heat pumps-Ducted (PUD Rebates)	6500	40,000
WX Insulation (PUD Rebates)	6500	40,000
ENERGY STAR EV Charger Rebates	6500	30,000
Energy Star New Construction (PUD Rebates)	6500	28,000
Water Heating (PUD Rebates)	6500	22,000
Windows (PUD Rebates)	6500	15,000
Appliance Rebates	6500	10,000
BPA/WX Loan Payments	2327	10,000
Smart Thermostats (PUD Rebates)	6500	5,000
Coveralls and/or Gloves Flowhood-Check Flow (Power Shift) Miscellaneous	6452	1,500
	6452	800
<b>Grand Total</b>		<b>1,002,839</b>

2025 Budget

Operations & Maintenance Expenses & Other Outflows

Facilities Department Detail

George Drake, Operations Manager  
 Scott Napiontek, Facilities Maintenance Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>10,175</b>
Training	6265	5,500
Pesticide License & Certification	6265	2,400
Travel Expense	6260	1,500
Per Diem	6255	375
Mileage - Non Taxable	6262	300
Mileage - Taxable	6261	100
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>204,904</b>
Miscellaneous Minor Facility Repair Material, Parts, & Supplies	6315	50,004
Misc. Small Components, Supplies, Gravel	6315	50,000
Landscaping (Mulch, fertilizer, shrubs, ice melt/salt, caseron, sprinkler mnt, tool prts)	6315	33,000
Vegetation Control Herbicide (Substation)	6315	28,500
Miscellaneous Tools (Not Small and Attractive)	6316	16,000
Light bulbs, batteries, etc.	6315	13,200
Other Tools (Small and Attractive Tools)	6300	6,000
Janitorial Supplies	6330	2,600
Misc. Supplies for Generator maintenance	6315	2,000
Padlocks, locksets, keys, misc.	6315	2,000
Replacement Furniture (Common area tables, chairs, cubicle walls)	6323	1,600
<b>Outside Services</b>		<b>212,675</b>
Misc. Contractual (Mechanical & Electrical)	6442	92,000
Scrub A Dub Janitorial Contracts	6470	31,500
Sweeping of asphalt parking and storage areas	6442	25,000
HVAC Maintenance	6442	23,000
Substations Ground Maintenance	6442	18,000
Misc. Contract Services, including, Fire Extinguisher Maint., etc.	6442	12,000
Underground Fuel Tank Inspections	6442	3,675
Plumbing Repairs (Various)	6442	3,600
Equipment Repair Services	6497	3,000
Equipment Rental	6440	900

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Facilities Department Detail, *continued***

	Activity Code	Budget
<b>Other</b>		<b>124,870</b>
Olympic DM Murrey's Disposal Services	6448	43,200
Clallam PUD Water Utility	6444	24,000
Propane	6448	19,800
Clallam County Dept of Public Works Sewer Charges	6448	12,600
City of Port Angeles Water Utility (PA Warehouse)	6444	6,540
West Waste & Recycling Disposal Services	6448	4,800
Generator fuel	6452	4,000
City of Forks Water Utility	6444	3,480
City of Sequim Water Utility	6444	3,200
Underground Fuel Tank Business Licenses ("3")	6452	1,200
Misc expense	6452	1,000
Olympic Region Clean Air Agency (ORCA) Annual Registration Fee	6452	650
Elevator Operator Permit	6450	400
<b>Grand Total</b>		<b>552,624</b>



2025 Budget

Operations & Maintenance Expenses & Other Outflows

Finance Department Detail

Sarah Canepa, Finance & Accounting Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>19,858</b>
Utility Industry Conferences	6265	4,700
Travel & Lodging Expenses for Conferences/Meetings	6260	4,000
WPUA Finance Officers Meetings ("4")	6265	3,000
NWPPA Flipping the Switch (in-house)	6265	2,678
Utility Industry & Finance Online Training	6265	2,000
Per Diem	6255	1,000
Mileage - Non Taxable	6262	712
Notary Fees ("4")	6491	540
AICPA Membership ("1")	6491	350
WSCPA Membership ("1")	6491	340
GFOA Memberships ("2")	6491	300
WPTA Dues ("3")	6491	150
Mileage - Taxable	6261	88
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>8,111,739</b>
WA Dept of Revenue - Public Utility Tax	6853	2,488,341
WA Dept of Revenue - Privilege Tax	6857	1,374,774
2016 Bonds Debt Service	1340	904,550
2022 Bonds Debt Service	1340	853,900
2010 BABs Debt Service	1340	848,725
City of Sequim Tax (Includes pass through)	6871	782,000
2018 Bonds Debt Service	1340	713,150
City of Forks Tax (Includes pass through)	6874	259,500
WA Department of Revenue - Service Tax	6863	55,000
Quileute Tribal Council Tax (Includes pass through)	6873	30,000
WA Department of Revenue - Retailing Tax	6864	27,000
WA Dept of Revenue - Leasehold Tax	6884	23,000
City of Port Angeles Tax (Includes pass through)	6872	2,500
WA Dept of Revenue - Federal Excise Tax	6883	1,600
WA Department of Revenue - Wholesaling Tax	6862	1,200
Renewable Energy Cost Recovery Credit - Public Utility Tax	6853	(253,501)

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

Finance Department Detail, *continued*

	Activity Code	Budget
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>500</b>
Office Supplies	6320	500
<b>Outside Services</b>		<b>73,000</b>
Consulting for Finance Projects	6419	72,000
Moody's Rating Agency Annual Surveillance Fee	6419	1,000
<b>Other</b>		<b>658,273</b>
CETA Fund Transfer	1000	575,000
First Data Credit Card Processing Fees	8056	245,000
Credit Balance Refunds	1429	150,000
Customer Advance Refunds	2520	150,000
NISC ACH & Online Payment Fees	8056	13,200
LIFO Payments	2320	12,000
American Express Credit Card Processing Fees	8056	3,000
US Bank Fiscal Agent Fees	8056	1,950
Clallam County Treasurer Property Tax (Electric Portion)	6452	650
US Bank Safekeeping Fees	8056	300
Miscellaneous Expenses	6452	250
Postage (Miscellaneous)	6361	200
Sequim Business License	6452	70
Water and Waste Water Reimbursements for Shared Services	6721	(493,347)
<b>Grand Total</b>		<b>8,863,370</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## General Engineering Department Detail

Mike Hill, Engineering Manager  
Colin Young, Distribution Systems Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>37,441</b>
Training and Conferences	6265	18,000
Travel Expense	6260	6,000
Tuition Reimbursement	6266	5,100
Mileage - Non Taxable	6262	3,480
Per Diem	6255	2,600
Mileage - Taxable	6261	1,020
NWPPA Flipping the Switch (in-house)	6265	893
PE Licenses ("2")	6491	348
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>10,650</b>
Miscellaneous Tools (including test tools & equipment)	6316	5,500
Small & Attractive Tools	6300	2,200
Office furniture	6323	900
FR clothing	6410	800
Code books, Technical References, & Standards	6315	750
Office Materials and Supplies	6320	500
<b>Outside Services</b>		<b>2,500</b>
NISC Customizing	6419	2,500
<b>Other</b>		<b>34,000</b>
Misc. Courthouse Recording	6451	30,000
Annual Vouchers (DNR("2"), USDA, M/M Garrison, M/M Abell, Jeff Co)	6452	2,500
Highway & Other Permits	6450	1,500
<b>Grand Total</b>		<b>84,591</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## General Manager Department Detail

Sean Worthington, General Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>42,893</b>
Training Expense	6265	20,000
Travel Expense	6260	7,000
Per Diem	6255	7,000
Excellence in Performance Employee Awards	6280	5,000
Mileage - Non Taxable	6262	2,000
Mileage - Taxable	6261	1,000
NWPPA Flipping the Switch (in-house)	6265	893
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>18,700</b>
Dispatch News Service (annual) & Formstack (annual)	6322	10,000
EMP - Emergency Management Plan	6410	7,800
Misc. Materials & Supplies	6315	600
Small Works Roster Registration	6322	300
<b>Outside Services</b>		<b>245,000</b>
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
<b>Other</b>		<b>57,500</b>
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
<b>Grand Total</b>		<b>364,093</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Human Resources Department Detail

Jamie Spence, Human Resources & Employee Relations Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>76,556</b>
HR Hosted Training	6265	30,000
Candidate Expenses (Hotel, meals, lodging, mileage, pre-employment physicals)	6432	10,000
Employee Service Awards	6280	9,000
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
Tuition Reimbursement	6266	1,500
Mileage - Non Taxable	6262	1,200
Mileage - Taxable	6261	600
American Payroll Association ("2")	6491	520
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>95,075</b>
Disability and Life	6212	85,000
WA Employment Security Department - Unemployment	6882	10,000
WA Dept of Retirement - OASDI	6424	75
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>8,900</b>
Salary Surveys (Milliman/APPA/WPUDA)	6322	6,000
Federal Motor Carrier Safety Admin. (CDL queries)	6322	2,000
Payroll Source Book	6315	600
Progressive Business Publications (Payroll)	6322	300
<b>Outside Services</b>		<b>42,000</b>
Milliman HR & Labor Consulting	6419	20,000
Work Safe Drug & Alcohol Testing Annual dues	6442	18,000
EAP Services	6442	4,000
<b>Other</b>		<b>30,000</b>
Covid Testing	6452	10,000
Employment Ads	6489	10,000
Retiree Wellness Dollars	6452	8,000
Job Fair Expenses	6452	2,000
<b>Grand Total</b>		<b>252,531</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Information Technology Department Detail

Shawn Delplain, Information Technology Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>48,393</b>
Training	6265	16,000
Travel	6260	12,000
Training, Books & Memberships	6265	6,000
Per Diem	6255	6,000
Mileage Taxable	6261	4,500
Mileage non-Taxable	6262	3,000
NWPPA Flipping the Switch (in-house)	6265	893
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>1,233,040</b>
Nat'l Information Solutions Coop (NISC) (ERP Soln, Hyb. Cld. & On-Prem, Mthly)	6352	312,000
Replacement Computers, Hard Drives, Keyboards, Mem, Mice, Etc.	6350	225,000
Microsoft Enterprise Agrmt. (Microsoft Licensing, Hyb. Cld. & On-Prem, 3 Years)	6352	106,000
IT: Windows Enterprise anti-virus suite, On-Premises, 1 Year	6352	50,000
Upgrade Computers (18) & Monitors (10)	6350	49,500
ZOHO Desktop Central (IT: Helpdesk and Desktop Management , On-Premises)	6352	42,000
Amazon Web Service (Website Hosting, Cld. Backup, Support, Cld., Mthly)	6352	39,200
Laserfische Cld. Subscr (Records: Records Mgmt Repository Cld. Service, Cld.)	6352	38,000
Cyber Security Software for Multifactor Authentication	6352	37,000
NISC Meter Data Management System (Engineering, Monthly)	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 Svr Virtualization (IT: Virtual Server Infrastructure , On-Prem)	6352	25,500
Adobe Acrobat & Creative Cld. (Document Creation Tools, Hyb. Cld. & On-Prem)	6352	25,500
Scanners, Laptops, Etc.	6300	24,000
Neo Gov (HR: Applicant Tracking Software Subscription, Cld., Mthly)	6352	19,500
NetApp ONTAP (IT: Storage Area Network Software and Support, On-Premises)	6352	16,000
Diligent BoardDocs (Board of Commissioners: Agenda Management System, Cld.)	6352	15,000
Survalent SCADA System (Engineering: SCADA Management , On-Premises)	6352	13,800
Cisco Phones	6350	12,200
Automotive Diagnostic Software (Auto Shop: Vehicle Diagnostic Software, App.)	6352	10,000

2025 Budget

Operations & Maintenance Expenses & Other Outflows

Information Technology Department Detail, *continued*

	Activity Code	Budget
KnowBe4 KMSAT and GRC Subscrip. (District: Cyber Security Training, Cld)	6352	8,800
DataNational AS400 Hosting	6352	7,500
Toner & Print Cartridges (POE)	6350	7,500
Milsoft Utility Soltns WindMil (Engineering: Engineering Analysis Tools, Application)	6352	6,750
Automotive Diagnostic Software (New for West End Operations)	6352	6,000
Archive Social (Communications: Social Media Archiving Service, Cloud)	6322	5,000
Transmission: PLS Cad Pole Design Software Subscription	6352	5,000
Zoom Subscription (District: Video Conferencing Services, Cloud, Monthly)	6352	4,200
Osmose O-Calc (Engineering: Pole Load Analysis Software, Application)	6352	4,000
Miscellaneous Tools under \$5,000	6316	3,600
ID Solutions MOBILETrak Sltn (Materials: Barcoding/Inventory, Hyb Cld & On-Prem)	6352	3,500
Itron Field Collection System (Billing: Meter Data Collection System, On-Premises)	6352	3,000
Syntech (FuelMaster): Renewal for PA Whse & Carlsborg Ops Pumpstations	6352	2,800
Office Supplies	6320	2,500
Carbonite eVault (District: Server Backup System, On-Premises)	6352	1,600
AccuWeather (Power Supply: Power Analytics Weather Reporting Subscr., Cld.)	6322	1,200
Furniture, Lights, Chairs	6315	1,000
Symantech Brightmail (IT: District E-Mail SPAM Filter, On-Premises)	6352	650
Amazon Business Prime Membership (Materials: Amazon Purchasing, Cloud)	6322	600
Megger Substation PowerDB (Engineering: Testing Mgt. Software, Application)	6352	600
Observium Pro (District: Network Monitoring Software, On-Premises)	6352	420
Survey Monkey Subscription (Communications: Survey Management System, Cld.)	6352	420
Formstack (Communications: External Website Form Services, Cloud)	6352	400
AQ2 Remittance (CS: Webpay/Online Aggregation Remittance Service, Cld.)	6352	300
<b>Outside Services</b>		<b>222,930</b>
Cisco Smartnet Annual Subscriptions	6481	48,000
Network and Server Hardware Maint	6481	47,630
Palo Alto Equipment Annual Subscriptions	6481	36,000
General IT Consulting Services	6419	24,000
POE - Overages	6442	21,000
Milestonesys Xprotect Server Support	6481	14,900
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

2025 Budget  
 Operations & Maintenance Expenses & Other Outflows

**Information Technology Department Detail, *continued***

	<b>Activity Code</b>	<b>Budget</b>
<b>Other</b>		<b>358,760</b>
Phones (CenturyLink)	6443	164,040
All other Phones	6443	83,500
Phones (Verizon)	6443	82,320
Cyber Security Assessment	6452	15,000
Phones (OCENS) - Monthly & Annual Fee	6443	13,900
<b>Grand Total</b>		<b>1,863,123</b>



2025 Budget

Operations & Maintenance Expenses & Other Outflows

Materials & Warehousing Department Detail

George Drake, Operations Manager  
 Kaylie Hunter, Procurement & Warehouse Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>19,678</b>
Travel & Training	6265	8,000
Materials Management Seminar	6265	4,000
Travel Expense	6260	3,000
NWPPA Flipping the Switch (in-house)	6265	2,678
Mileage - Non Taxable	6262	1,340
Per Diem	6255	500
Mileage - Taxable	6261	160
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>1,348,925</b>
Project Material - Distribution	6310	1,735,500
Project Material - Transmission	6310	1,210,000
O&M Inventoried Material (Restocking of Materials/Truck Stock)	6310	905,925
Project Material - Customer, Ops, and SL	6310	600,000
Substation stock item inventory fulfillment	6310	375,000
Project Material - Substation	6310	100,000
Project Material - Fiber	6310	43,750
Janitorial Supplies (District Wide)	6330	14,000
Miscellaneous Office Supplies	6320	13,000
Bottled Water (District Wide, Olympic Springs)	6315	8,000
Miscellaneous Warehouse Supplies	6315	7,000
Warehouse Shelving/Containers	6315	5,000
Warehouse Tools	6316	5,000
T-Shirt Rags (Crew, Auto Shop, Warehouse)	6315	5,000
Restocking of First Aid Supplies (District Wide)	6410	3,800
Miscellaneous Warehouse Brady Printing Supplies	6315	2,600
CWF Specific Office Supplies	6320	1,200
Safety/Personal Protective Equipment (CWF specific)	6410	1,200
Office furniture	6323	1,200
Issue Sheets/Forms	6321	600
Subscriptions (Amazon)	6322	400
Project Material - Fiber to Capital	6311	(43,750)
Project Material - Substation to Capital	6311	(100,000)
Project Material - Customer, Ops, and SL to Capital	6311	(600,000)
Project Material - Transmission to Capital	6311	(1,210,000)
Project Material - Distribution to Capital	6311	(1,735,500)

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Materials & Warehousing Department, *continued***

	Activity Code	Budget
<b>Outside Services</b>		<b>7,400</b>
Return Of Freight	6471	3,200
Equipment Rental	6440	3,000
Metal Work	6442	1,200
<b>Other</b>		<b>28,500</b>
Miscellaneous Utilities	6448	15,000
City of Port Angeles Disposal Fees	6448	10,000
Other	6452	2,400
Storeskeeper Non-FR clothing	6452	900
Advertising	6489	200
<b>Grand Total</b>		<b>1,404,503</b>

2025 Budget

Operations & Maintenance Expenses & Other Outflows

Operations Department Detail

George Drake, Operations Manager  
 Jason Siebel, Operations Superintendent  
 Bill Decker, Operations Superintendent

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>75,620</b>
Apprentice Lineman Schooling	6265	48,000
Apprentice Tree Schooling	6265	10,000
Travel Expense	6260	7,000
Per Diem	6255	4,800
Pesticide License & Certification	6265	2,000
Mileage - Non Taxable	6262	1,620
License Renewals	6491	1,500
ISA Membership (Arborist Fee)	6491	400
Mileage - Taxable	6261	300
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>506,155</b>
Safety (FR Clothing, harnesses, gloves, glasses, boom & stick wipes, hard hats, tags, bug spray)	6410	145,000
Misc. Small Components, Supplies, Gravel	6315	100,000
Directional Bore Consumable Material - Drill Bits, Pipe, Housings, Backreamers, Etc.	6315	80,000
Other (Tools not Tagged)	6316	65,500
Cable Locators ("5")	6316	25,250
Milwaukie 6-ton inline press ("7")	6316	15,500
Misc. Fleet Parts (Radios)	6365	15,000
"Wacker" Vibratory Compactor ("3")	6316	11,500
Other Tools (Small and Attractive Tools)	6300	10,080
Lineman's Compression Tools	6316	10,000
Load Break Tools ("5")	6316	5,250
Power Saw Replacements	6300	5,250
Hot Sticks/Ratchet Cutters	6316	4,725
Snail Shell Line Barriers (Replacements for broken/damaged cover-ups, "10")	6316	4,500
Manuals and office supplies	6320	3,200
Taco Line Barriers (Replacements for broken/damaged cover-ups, "10")	6316	1,900
Other Tools (Meter Reading)	6316	1,500
Crew Communication Equipment	6340	1,000
Forms	6321	1,000

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

Operations Department Detail, *continued*

	Activity Code	Budget
<b>Outside Services</b>		<b>535,350</b>
Helicopter Tree Trimming	6442	170,000
Pole Test & Treat	6442	156,000
Security Services Northwest Answering Service	6446	96,650
Backhoe/Excavation Services (Routine)	6442	25,000
Rubber Goods Testing (Hot Stick Repair/Testing)	6442	24,000
Other Equipment Repair Services	6497	24,000
Underground locating services	6442	15,000
Environmental Assessment of PA Ops Pole Yard	6442	10,000
Annual Fire extinguisher testing	6442	6,200
Other Rentals	6440	6,000
ITRON Handhelds & McLite Drive By Unit Maintenance (Meter Reading, "3")	6481	2,500
<b>Other</b>		<b>116,891</b>
Port of Port Angeles PA Operations Center Lease	6480	68,391
landfill fees/ Pole yard clean up	6448	26,000
Tree Replacement Vouchers for Trees Located on Private Property	6452	15,000
Batteries, etc.	6452	5,000
Other Supplies (Meter Reading)	6452	1,500
Dog Bones (Meter Reading)	6452	1,000
<b>Grand Total</b>		<b>1,234,016</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Power Supply Department Detail

Shailesh Shere, Assistant General Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>27,000</b>
Purchase Power Meetings	6265	10,000
Travel Expense	6260	10,000
Per Diem	6255	4,000
Mileage - Non Taxable	6262	2,490
Mileage - Taxable	6261	510
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>30,151,324</b>
BPA Power Purchase & Transmission	6730	28,635,674
REC Purchases	6730	977,580
Packwood Hydro	6730	402,938
Inspired Energy Purchases	6730	126,276
Falls Creek Hydro Purchases	6730	8,856
<b>Outside Services</b>		<b>126,731</b>
CETA Low Income Program Administration (OLYCAP overheads)	6419	96,731
Clean Energy Implementation Plan	6419	30,000
<b>Other</b>		<b>436,922</b>
CETA Low Income Program ("Rate Payer Assistance" via OLYCAP)	2521	386,922
WPAG (GDS Consulting)	6490	25,000
WPAG (Mundorf)	6490	25,000
<b>Grand Total</b>		<b>30,258,324</b>

2025 Budget

Operations & Maintenance Expenses & Other Outflows

Risk Management Department Detail

Sarah Canepa, Finance & Accounting Manager

	Activity Code	Budget
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>1,009,480</b>
PURMS AEGIS Liability Policy	6421	466,133
PURMS Property Policy	6420	170,290
PURMS EIM Liability Policy	6421	147,792
PURMS Interim Liability General Assessment	6421	85,000
PURMS Interim Property General Assessment	6420	45,000
PURMS Beazley Cyber Security	6421	43,228
PURMS AEGIS Public Officials Policy	6421	26,837
Deductible on Litigation	6424	10,000
PURMS 24 Hour Accident Policy	6421	5,500
Marsh USA Inc. Insurance for UG Storage Tanks	6421	4,700
Basin Treasurer's Bond	6424	1,500
PURMS Special Trips Policy	6421	1,500
CNA Surety Bond - Public Employee Honesty	6423	1,000
PURMS Everest Nation Fronting Policy	6421	500
CNA Surety Bond - WA Blanket Highway Permit	6423	500
<b>Grand Total</b>		<b>1,009,480</b>

2025 Budget

Operations & Maintenance Expenses & Other Outflows

Safety Department Detail

Leslie Sommerville, Safety Manager

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>29,839</b>
Safety Awards	6280	12,000
CPR AED Training	6265	8,000
NWPPA, APPA, EUSAC Training	6265	4,000
Flagger Recertification Training	6265	1,500
Travel Expense	6260	1,500
NWPPA Flipping the Switch (in-house)	6265	1,339
ASSP & NEMA Membership Dues	6491	500
Per Diem	6255	500
Mileage - Non Taxable	6262	445
Mileage - Taxable	6261	55
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>54,525</b>
AED New	6410	30,000
AED Emergency Replacement Batteries	6410	6,000
HSI Workplace Compliance Solutions Online Safety Training	6322	5,000
ERP Disaster Supplies	6410	5,000
AED Replacements	6410	4,000
AED Emergency Pads	6410	2,000
Hearing protection	6410	1,000
Electrical demo supplies, charts and misc supplies	6315	600
Panic Button Additions	6410	600
WA L&I Right to Know Program Fee	6410	325
<b>Outside Services</b>		<b>14,500</b>
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	1,000
<b>Other</b>		<b>21,600</b>
Minor Claims	6703	20,000
Meeting Refreshments	6452	1,000
Misc. Fees & Other Spending	6452	500
Communications/Printing	6489	100
<b>Grand Total</b>		<b>120,464</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Transmission Engineering Department Detail

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

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>35,000</b>
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
Survallent User Group Meeting	6265	2,000
Mileage - Taxable	6261	1,500
NWPPA Flipping the Switch (in-house)	6265	893
LSAW Conference/Survey Training	6265	600
Professional License Fee ("2")	6491	232
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>56,600</b>
Substation Maintenance/misc Material	6315	50,000
Substation - Shop Tools	6316	3,000
Wengler Surveying Software Subscriptions	6322	1,200
Hubs, Stakes, Spikes, Flagging	6315	600
Clothing - Fire Resistant	6410	500
Furniture	6323	500
Safety Supplies & Equipment	6410	300
Code Books & Technical Manuals	6315	300
Office Supplies	6320	200
<b>Outside Services</b>		<b>59,400</b>
Oil Testing	6442	21,000
TASCA Disposal	6442	15,000
Misc. Equipment Repair (Substation)	6497	12,000
Transformer Oil Disposal	6442	6,000
RCRA Disposal (Substation Hazardous Materials)	6442	3,000
Repair/Calibration of Survey Equipment	6497	2,000
RCS & PCB Compliance Consultant (Substation Hazardous Materials)	6442	400
<b>Other</b>		<b>1,550</b>
Neah Bay Substation Lease	6480	650
Gunstone Lease	6480	500
LSAW Fee	6452	400
<b>Grand Total</b>		<b>152,550</b>



2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Water Division Detail

Bowen Kendrick, Director of Water & Wastewater  
Travis McClain, Water/Wastewater Supervisor

	Activity Code	Budget
<b>Travel, Training, &amp; Other Employee-Specific Expenses</b>		<b>21,313</b>
All Training	6265	15,090
Mileage - Non Taxable	6262	1,433
Travel Expense	6260	1,246
Per Diem	6255	1,246
Crew Meals	6270	1,000
Operator Certification	6491	500
Mileage - Taxable	6261	498
CDL Licenses	6491	300
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>1,377,501</b>
PWB Loan 2021 Debt Service	1340	367,615
WA Department of Revenue Public Utility Tax	6853	298,500
2005 DWL Debt Service	1340	183,228
2012 DWL Debt Service	1340	171,584
2011 DWL Debt Service	1340	109,002
2010 DWL Debt Service	1340	56,307
2019 FF Loan Debt Service	1340	47,040
NEW DWL Debt Service (PLC29390)	1340	36,047
2016 DWL Debt Service	1340	32,340
NEW DWL Debt Service (PLC29389)	1340	25,153
City of Sequim Tax	6871	17,000
GIS Loan Debt Service	1340	12,367
WA Department of Revenue Service Tax	6863	12,000
Disability and Life	6212	9,000
WA Department of Revenue Leasehold Tax	6884	160
PWB Loan 2024 Debt Service	1340	158
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>649,996</b>
Purchased Water	6730	290,000
Purchased Inventory	6310	228,816
Other Materials & Supplies	6315	70,204
Fuel	6371	56,074
Disinfectant Chemicals	6319	32,921
Safety Equipment (Signs, stands, cones, paddles)	6410	22,429
Small & Attractive Tools	6300	18,330
Utility Infrastructure Parts	6318	18,330

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Water Division Detail, *continued***

	<b>Activity Code</b>	<b>Budget</b>
PH Adjustment Chemicals	6319	17,171
Fleet Equipment Parts	6365	14,019
NISC Software Support	6352	12,100
Equipment	6316	9,165
Small Tools	6316	9,165
Dechlorination Chemicals	6319	8,772
Reagent Chemicals	6319	7,090
Coagulation Chemicals	6319	5,508
Computer Expense	6350	3,078
Specialty Office Supplies	6320	1,346
Office Chairs & Desk Upgrades	6323	1,038
Hydraulic Supplies	6374	727
Chemical Sales Tax Credit	6319	(4,785)
Project Material - Water	6311	(171,502)
<b>Outside Services</b>		<b>372,487</b>
Morse Creek Line	6481	115,696
Misc. Legal Services	6418	52,000
Cla-Val Maintenance	6442	30,000
Pigging	6442	25,000
Asphalt repair (Service/main breaks)	6442	20,768
Water Testing	6442	19,782
Pall Service	6442	17,500
Mowing Services	6442	17,250
LUD 1 CIP/Pond Pumping	6442	13,395
Reservoir Inspection/Cleaning	6442	12,000
Excavation/Trucking	6442	12,000
Road Maintenance	6442	9,996
Equipment and Tool Repair	6497	5,192
Pump Equipment (PM)	6442	5,192
Electrical Services	6442	5,192
Miscellaneous Contracting	6442	5,192
Compressor (Morse Creek Water Treatment Plant)	6442	5,192
Equipment Rental	6440	1,140

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Water Division Detail, *continued***

	<b>Activity Code</b>	<b>Budget</b>
<b>Other</b>		<b>779,337</b>
Allocation of Shared Services	6721	488,082
Power for Pumping	6445	171,164
Allocation of Shared Services (Auto Shop)	6721	32,346
Facilities Lease (to Electric)	6480	23,880
Verizon (Water Admin Phones)	6443	11,800
DOH Operating	6450	7,800
Happy Valley Greens Dues	6490	7,100
Warehouse Expense	6452	5,333
Intercompany Fleet Transfers	6720	5,000
Customer Advances	2520	4,500
NPDES (LUD 1 TP)	6450	3,800
Notices and Letters to Customers-MISC	6361	3,300
Notices and Letters to Customers-CCR	6361	3,300
PUD Clothing for Crew	6452	3,115
Minor Claims	6703	2,077
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
4 Seasons Park Dues	6490	750
AWWA/WWUC Dues	6490	750
Evergreen Rural Water Dues	6490	700
Highland Hills Dues	6490	500
Property Tax	6452	200
<b>Grand Total</b>		<b>3,200,634</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Wastewater Division Detail

Bowen Kendrick, Director of Water & Wastewater  
Travis McClain, Water/Wastewater Supervisor

	Activity Code	Budget
<b>Taxes, Insurance, &amp; Debt Service</b>		<b>6,351</b>
Debt Service (Note Payable to Water)	1340	5,851
WA Department of Revenue Service Tax	6863	500
<b>Supplies, Materials, &amp; Other Direct Item Purchases</b>		<b>6,760</b>
Utility Infrastructure Parts	6318	2,588
Materials and Supplies	6315	1,646
NISC Software Support	6352	1,429
Tools	6316	1,097
<b>Outside Services</b>		<b>16,653</b>
Big Blue Pressure Washing & Lawn Mowing Services	6442	5,900
Contractual Services (Backhoe, Electrical, Field Repair, Inspection)	6442	4,389
Contractual Services (Septic Pumper)	6442	3,621
Contractual Services (Sampling)	6442	2,743
<b>Other</b>		<b>14,426</b>
Allocation of Shared Services	6721	5,320
Department of Health (DOH) Sewer Permits	6450	3,292
Power for Pumping (Sunshine Acres I)	6445	1,566
Power for Pumping (View Ridge)	6445	1,302
Power for Pumping (Southern View Estates)	6445	958
Misc. Expense	6452	658
Water Utility (Sunshine Acres)	6444	427
Utilities and Telephone (View Ridge)	6443	355
Intercompany Fleet Transfers	6720	329
Easements	6451	219
<b>Grand Total</b>		<b>44,190</b>

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

## Activity Code Definitions

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### **1000 - Fund Transfers**

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

### **1340 - Debt Service**

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

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

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

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

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

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

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

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

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

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

Salaries & wages paid to employees of the District.

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

Payroll taxes & benefits paid to employees of the District.

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

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

### **6255 - Per Diem**

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

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**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).

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**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.

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**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.

**6353 – SBITA IT Subscriptions – *discontinued use in 2024***

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

**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.



2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**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.

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**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.

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**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.

2025 Budget  
Operations & Maintenance Expenses & Other Outflows

**Activity Code Definitions, *continued***

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**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**

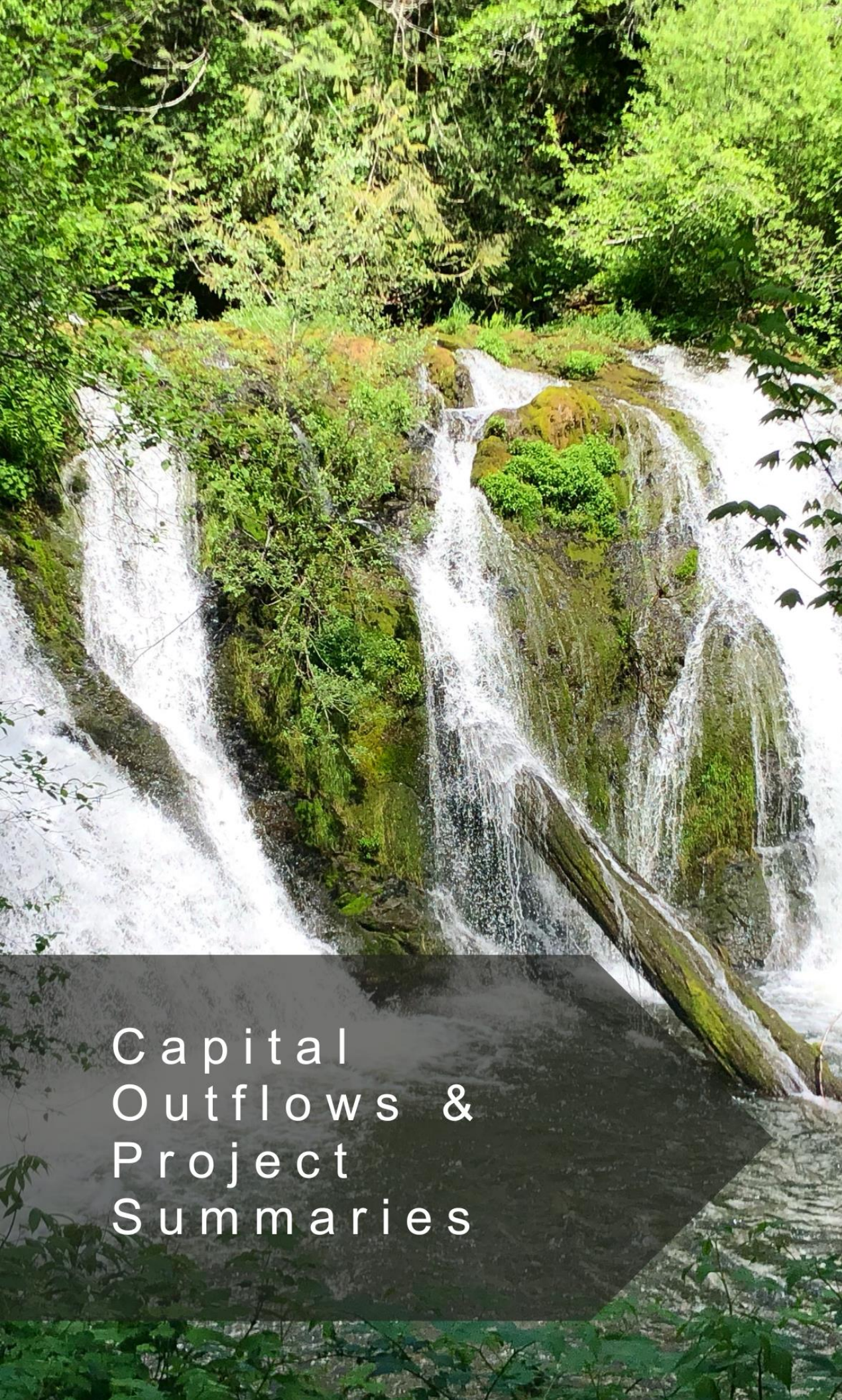
City of Forks business and occupation tax on transactions within city limits; includes pass through.

**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

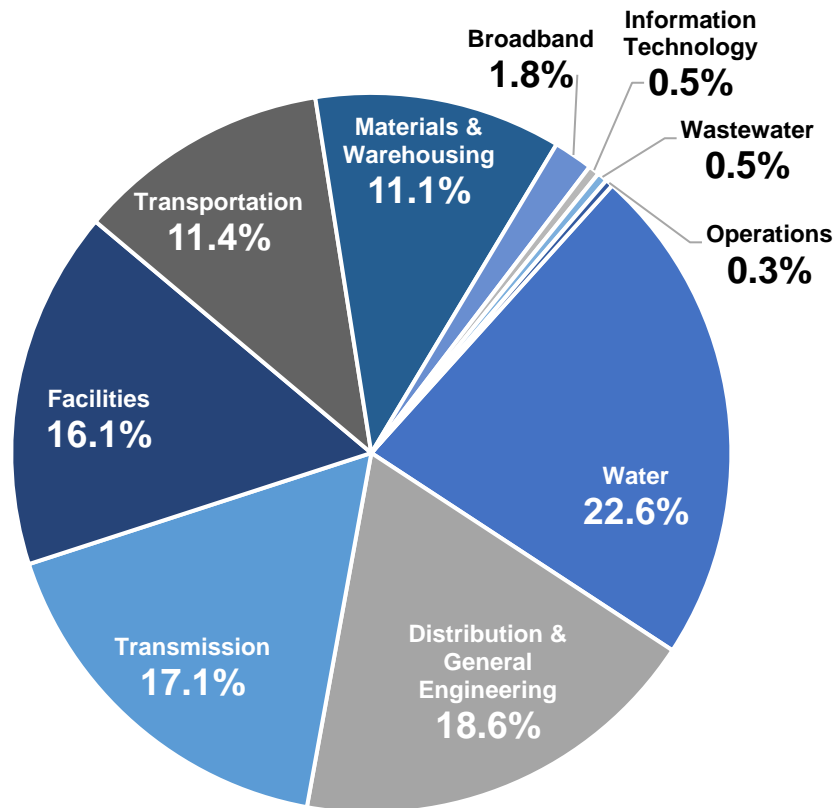
*Photo provided by  
Sarah Duncan,  
Customer Service  
Representative.*

2025 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 compared to the previous budget year. The information is presented by project category (including Water & Wastewater) and summarizes the direct spending, *excluding direct labor and labor overheads*, for each project or equipment/tool/vehicle acquisition.

	Budget	\$ Change	% Change	Budget
Broadband	387,540	(167,060)	-30.12%	554,600
Distribution & General Engineering	4,084,224	642,424	18.67%	3,441,800
Facilities	3,531,000	1,897,000	116.10%	1,634,000
Information Technology	109,000	(30,000)	-21.58%	139,000
Materials & Warehousing	2,432,000	(1,434,000)	-37.09%	3,866,000
Operations	75,000	59,000	368.75%	16,000
Transmission	3,757,000	727,056	24.00%	3,029,944
Transportation	2,498,000	1,900,300	317.94%	597,700
Water	4,947,134	(3,189,337)	-39.20%	8,136,471
Wastewater	100,161	49,890	99.24%	50,271
<b>Grand Total</b>	<b>21,921,059</b>	<b>455,273</b>	<b>2.12%</b>	<b>21,465,786</b>



2025 Budget  
Capital Outflows & Project Summaries

## Budget Project by Category

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Individual project scope and budget year spending is presented below.

The projects have been identified as the following types:

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

Furthermore, projects have been categorized by the primary and secondary community impact when applicable. These categories are as follows:

- Highly Impacted Communities (HIC)
- Reliability
- Grid Hardening (Resiliency)
- Wildfire Mitigation

<b>Broadband</b>		<b>387,540</b>
<hr/>		
500 – Recurring Broadband Projects		9,800
<ul style="list-style-type: none"> <li>• Scope: Predictable but unplanned, routine fiber projects.</li> <li>• Project Type: R&amp;R, New, Recurring</li> <li>• Grid Hardening (Resiliency)</li> </ul>		
501 – Broadband Customer Requested Projects		30,000
<ul style="list-style-type: none"> <li>• Scope: Annual budget estimate of broadband customer requested and funded projects.</li> <li>• Project Type: New, Recurring</li> <li>• Grid Hardening (Resiliency)</li> </ul>		
515 – Forks Office Network Equipment Upgrade		33,600
<ul style="list-style-type: none"> <li>• Scope: A project to upgrade existing network equipment due to age and support. The upgrade includes a new Cisco 4500 series switch and batteries.</li> <li>• Project Type: R&amp;R, Defined</li> <li>• Grid Hardening (Resiliency)</li> </ul>		
518 – Sequim Hut Upgrades (Batteries & Rewiring)		28,000
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Project Type: R&amp;R, Defined</li> <li>• Grid Hardening (Resiliency)</li> </ul>		
519 – Fiber Replacement - W of Lauridsen & Airport Rd. to Edgewood Dr.		49,200
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Project Type: R&amp;R, Defined</li> <li>• Grid Hardening (Resiliency)</li> </ul>		
520 – Fiber Replacement - Edgewood Dr. to Lairds Cor; Redesign Fiber PA Whs		7,000
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Project Type: R&amp;R, Defined</li> <li>• Grid Hardening (Resiliency)</li> </ul>		

2025 Budget  
Capital Outflows & Project Summaries

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

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**Broadband** (continued)

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- 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
  - Grid Hardening (Resiliency)

- 522 – Fiber Cabinet Install – Lairds Corner Substation 38,000
- Scope: A project to install a fiber node at Lairds Corner substation where the PUD fiber ends. Building this colocation facility allows the District to continue our fiber infrastructure west to potentially Forks and beyond upon the completion of Clallam County’s WSBO-PWB Fiber to the Home (FTTH) project.
  - Project Type: R&R, Defined
  - Grid Hardening (Resiliency)



*BU 522 Fiber cabinet before installation at Lairds Corner Substation*

- 523 – Optical Time-Domain Reflectometer Instrument 13,940
- Grid Hardening (Resiliency)

- 524 – Mt. Pleasant Wireless Infrastructure 150,000
- Scope: A project to allow for Water Scada communications, (AMI) collector install, and potentially provide broadband to the Lake Dawn area. The scope of work will entail either the purchase and modification of an existing Verizon tower or the installation of a new 52’ pole.
  - Project Type: R&R, Defined
  - Grid Hardening (Resiliency)

**Distribution & General Engineering** **4,084,224**

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- 101 – Distribution Poles & Structures Replace or Removal 460,000
- 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
  - Wildfire Mitigation, Grid Hardening (Resiliency)

- 102 – Engineered Cable Replacement Projects 320,000
- 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
  - Reliability, Grid Hardening (Resiliency)



2025 Budget  
Capital Outflows & Project Summaries

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

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**Distribution** (continued)

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103 – Road Projects (Not Itemized)	145,000
<ul style="list-style-type: none"> <li>• Scope: Utility relocation projects associated a franchise obligation to relocate electric facilities to accommodate road or highway work, including installation and removal of temporary lines. This includes culverts. Large Road Projects are individually named or itemized.</li> <li>• Project Type: REQ, Recurring</li> </ul>	
104 – GIS Integration Projects	2,000
<ul style="list-style-type: none"> <li>• Scope: Internal or external projects to customize GIS or make add-ons for enhanced productivity.</li> <li>• Project Type: New, Recurring</li> <li>• Grid Hardening (Resiliency), Reliability</li> </ul>	
105 – Distribution Underground Replace or Remove	150,000
<ul style="list-style-type: none"> <li>• Scope: Replacement of facilities associated with underground structures, cable junctions, elbow connectors and terminators for underground lines electric lines. This does not include a substantial replacement of underground conductors as done in a cable replacement project. Primarily includes replacement of capital assets as part of O&amp;M activities.</li> <li>• Project Type: R&amp;R, Recurring</li> <li>• Reliability, Grid Hardening (Resiliency)</li> </ul>	
106 – Line Devices (Recloser, Switches, FCIs)	65,000
<ul style="list-style-type: none"> <li>• Scope: Projects to install line devices to enhance operability, including reclosers, capacitors, fault indicators, and distribution switches. This includes replacing 2 oil filled reclosers and 10 capacitors that are past their 20 year lifespan.</li> <li>• Project Type: New, Recurring</li> <li>• Grid Hardening (Resiliency)</li> </ul>	
129 – Avian Protection	3,500
<ul style="list-style-type: none"> <li>• Scope: Large or small projects to mitigate avian and power line interactions, including installation of overhead line markers or reframing poles to space out conductors.</li> <li>• Project Type: R&amp;R or New, Recurring</li> <li>• Wildfire Mitigation, Grid Hardening (Resiliency)</li> </ul>	
135 – Conservation Voltage Reduction (CVR) Metering & Communications	20,000
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Project Type: New, Defined</li> <li>• Grid Hardening (Resiliency)</li> </ul>	
136 – CVR Minor Feeder Upgrade, Deer Park	7,000
<ul style="list-style-type: none"> <li>• Scope: A distribution reconfiguration including minor conductor upgrades, tap changes and modification of normal open points necessary to maximize the potential of a CVR Metering and Communications project at the Deer Park substation.</li> <li>• Project Type: R&amp;R, Defined</li> <li>• Grid Hardening (Resiliency)</li> </ul>	

2025 Budget  
Capital Outflows & Project Summaries

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

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**Distribution** (continued)

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137 – Diamond Point Undergrounding	885,000
<ul style="list-style-type: none"><li>• Scope: Convert ~6,700' of OH 3-Phase to double 3-Phase runs of UG 4/0 to eliminate tree related outages and increase cable capacity. This is a project will be done in 3 phases over 3 years.</li><li>• Project Type: New, Defined</li><li>• Wildfire Mitigation, Reliability</li></ul>	
140 – West Joyce V-Ph to 3-Ph Upgrade	50,000
<ul style="list-style-type: none"><li>• Scope: Add 8,300' 1/0 ACSR and replace up to 10 poles as necessary based on condition and clearance to improve load balance and voltage.</li><li>• Project Type: New, Defined</li><li>• Reliability, Grid Hardening (Resiliency)</li></ul>	
141 – DG-C to SL-C 750 MCM Tie	260,000
<ul style="list-style-type: none"><li>• Scope: Trench 3,000' of 750 MCM 3-Phase cable on Anderson Rd, convert 2,500' of OH V-Ph 1/0 to 3-Ph 556, and convert 2,500' of OH 3-Ph #2 to 556 to create Dungeness and Sunland substation tie. This will allow alternate feeder configurations during maintenance and emergency conditions.</li><li>• Project Type: New, Defined</li><li>• Reliability, Grid Hardening (Resiliency)</li></ul>	
143 – Sequim Microgrid Construction (General Clean Energy Fund)	578,082
<ul style="list-style-type: none"><li>• Scope: Repurpose the decommissioned Sequim Substation to construct an innovative microgrid that can operate independently from the main grid. It includes a 200 kWh battery and it will operate with the existing ground mount solar PV and power the PUD comms hut located in the substation.</li><li>• Project Type: New, Defined</li><li>• Highly Impacted Communities (HIC), Reliability</li></ul>	
144 – Solar PV on PUD Roofs (Admin, Sub Shop)	378,642
<ul style="list-style-type: none"><li>• Scope: Add 95 KW solar PV array to the Administration building and a 41 KW solar PV array to the Carlsborg Engineering Annex, 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 completion date May 2025).</li><li>• Project Type: New, Defined</li><li>• Highly Impacted Communities (HIC), Reliability</li></ul>	
145 – Customer Requested Projects	600,000
<ul style="list-style-type: none"><li>• Scope: Annual budget estimate of customer requested and funded projects through Servicemen or Engineering. Includes material costs associated installations.</li><li>• Project Type: New, Defined</li></ul>	
146 – Sequim Microgrid Project	160,000
<ul style="list-style-type: none"><li>• 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.</li><li>• Project Type: New, Defined</li><li>• Highly Impacted Communities (HIC), Reliability</li></ul>	

2025 Budget  
Capital Outflows & Project Summaries

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

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<b>Facilities</b>	<b>3,531,000</b>
312 – Forks Operations Center Equipment Shed	100,000
• Scope: Design a multi-functional building intended for equipment and vehicle storage, as well as providing a dedicated space for a workshop	
• Project Type: New, Defined	
• Grid Hardening (Resiliency)	
317 – PA Operations Center & Auto Shop	3,325,000
• Scope: Design a Port Angeles Operations Center to consolidate and optimize essential operational functions, including electric operations, facilities maintenance, automotive services, vehicle and material storage, and emergency response for the Port Angeles area and surrounding regions.	
• Project Type: New, Defined	
• Grid Hardening (Resiliency)	
318 – Forks Office Parking Lot Repaving & Striping	100,000
• Scope: A project to remove the deteriorating concrete, regrade, repave, and restripe the drive-through and parking lot at the Forks office.	
• Project Type: New, Defined	



*A photo of the Forks parking lot condition (BU 318)*

319 – Administration Light Conversion	6,000
• Scope: A project to replace the lighting in the Administration Building with LEDs, which offers both long-term cost savings and environmental benefits. LEDs provide high-quality, consistent lighting, making them a reliable and energy-efficient choice for the facility.	
• Project Type: New, Defined	

2025 Budget  
Capital Outflows & Project Summaries

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

<b>Information Technology</b>	<b>109,000</b>
607 – Battery Backup Units	12,000
• Scope: Projects to replace batteries (annual).	
• Project Type: R&R, Recurring	
• Grid Hardening (Resiliency)	
608– Server Hosts	40,000
• Scope: A project to add new servers to the District’s existing network.	
• Project Type: New, Defined	
• Grid Hardening (Resiliency)	
612– NISC Meter Data Management System	57,000
• Scope: A project to add a new meter data management system and analytics to detect transformer and voltage related issues.	
• Project Type: New, Defined	
• Reliability, Grid Hardening (Resiliency)	

<b>Materials &amp; Warehousing</b>	<b>2,432,000</b>
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800 – Meters & Infrastructure	915,000
• Grid Hardening (Resiliency)	
801 – Transformers & Regulators	1,500,000
• Grid Hardening (Resiliency)	



*Transformers held in inventory at CWF*

805 – Material Bins at the CWF Warehouse	10,000
809 – Warehouse Sweeper	7,000

2025 Budget  
Capital Outflows & Project Summaries

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

<b>Operations</b>		<b>75,000</b>
<hr/>		
735 – Thumper Cable Fault Locator		75,000
• Reliability, Grid Hardening (Resiliency)		
<b>Transmission</b>		<b>3,757,000</b>
<hr/>		
200 – Transmission Pole Relocations		50,000
• Scope: Projects to relocate transmission poles not part of a planned, named project.		
• Project Type: R&R, Recurring		
• Grid Hardening (Resiliency)		
201 – Transmission Pole Replacements		50,000
• Scope: Projects to replace transmission poles not part of a planned, named project.		
• Project Type: R&R, Recurring		
• Wildfire Mitigation, Grid Hardening (Resiliency)		
203 – SCADA Enhancements		10,000
• Scope: Projects to provide incremental improvement or enhancements to SCADA.		
• Project Type: New, Recurring		
• Grid Hardening (Resiliency), Reliability		
204 – Substation Battery Charger & Monitoring		14,000
• Scope: Projects to install battery monitoring equipment at various substations.		
• Project Type: New, Recurring		
• Grid Hardening (Resiliency), Reliability		
207 – Forks Rebuild & Reconsolidation		565,000
• 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		
• Highly Impacted Communities (HIC), Grid Hardening (Resiliency)		



*BU 207 Forks Rebuild & Reconsolidation*

2025 Budget  
Capital Outflows & Project Summaries

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

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**Transmission** (continued)

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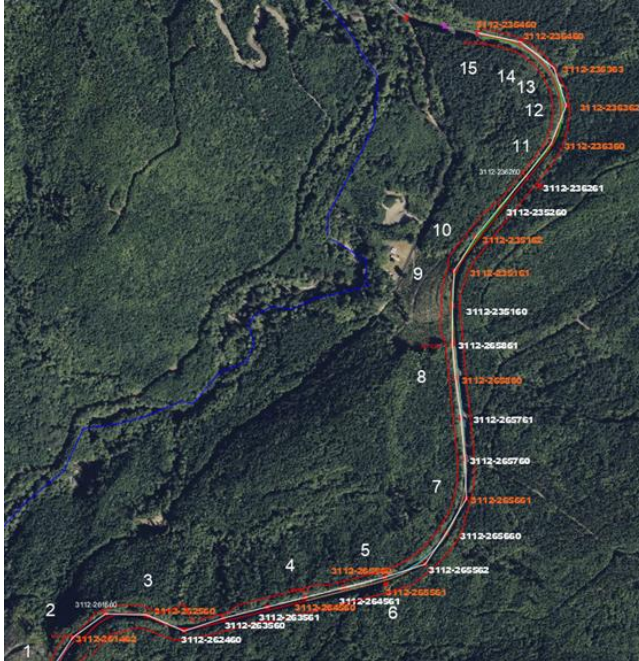
211 – Gunstone Transmission Rebuild	255,000
<ul style="list-style-type: none"><li>• Scope: A multi-phase project between 1170 and 1180 to replace existing wood poles with fiberglass poles.</li><li>• Project Type: R&amp;R, Defined</li><li>• Grid Hardening (Resiliency), Reliability</li></ul>	
214 – Hwy 101 – Sappho to Forks	295,000
<ul style="list-style-type: none"><li>• Scope: A multi-phase project between Sappho and Forks to replace existing wood transmission poles with fiberglass poles.</li><li>• Project Type: R&amp;R, Defined</li><li>• Highly Impacted Communities (HIC), Grid Hardening (Resiliency)</li></ul>	
221 – Neah Bay Transformer Replacement	70,000
<ul style="list-style-type: none"><li>• Scope: A project to replace 50-year-old Neah Bay transformer with a new rebuilt 10 MVA transformer.</li><li>• Project Type: R&amp;R, Defined</li><li>• Highly Impacted Communities (HIC), Grid Hardening (Resiliency)</li></ul>	
226 – Replace Circuit Switcher, Neah Bay	30,000
<ul style="list-style-type: none"><li>• Scope: A project to replace old Neah Bay Substation circuit switcher with new circuit switcher.</li><li>• Project Type: R&amp;R, Defined</li><li>• Highly Impacted Communities (HIC), Grid Hardening (Resiliency)</li></ul>	
227 – Substation Breaker Replacement	500,000
<ul style="list-style-type: none"><li>• Scope: A project to replace aged Substation distribution breakers at multiple substations with new breakers.</li><li>• Project Type: R&amp;R, Defined</li><li>• Grid Hardening (Resiliency)</li></ul>	
229.– Deer Park Substation Yard Expansion & Retaining Wall	15,000
<ul style="list-style-type: none"><li>• Scope: A project to expand the substation yard to the west in preparation for increase in substation capacity with a larger transformer in 2025. Remaining work for 2025 includes new fence, ground grid, and yard rock.</li><li>• Project Type: New, Defined</li><li>• Grid Hardening (Resiliency)</li></ul>	
231 – Substation Getaway Cable Replacements	50,000
<ul style="list-style-type: none"><li>• Scope: Replace aging XLPE substation getaway cables before failure.</li><li>• Project Type: R&amp;R, Defined</li><li>• Grid Hardening (Resiliency)</li></ul>	
232 – Agnew Transformer Bushing Replacement	40,000
<ul style="list-style-type: none"><li>• Scope: Replace aging transformer bushings before failure. Extends life of transformer by additional 15-20 years.</li><li>• Project Type: R&amp;R, Defined</li><li>• Grid Hardening (Resiliency)</li></ul>	

2025 Budget  
Capital Outflows & Project Summaries

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

**Transmission** (continued)

- 234 – Hwy 112 – Burnt Mtn Pole Replacements 200,000
- Scope: Replace aging wood poles with new fiberglass poles.
  - Project Type: R&R, Defined
  - Highly Impacted Communities (HIC), Grid Hardening (Resiliency)



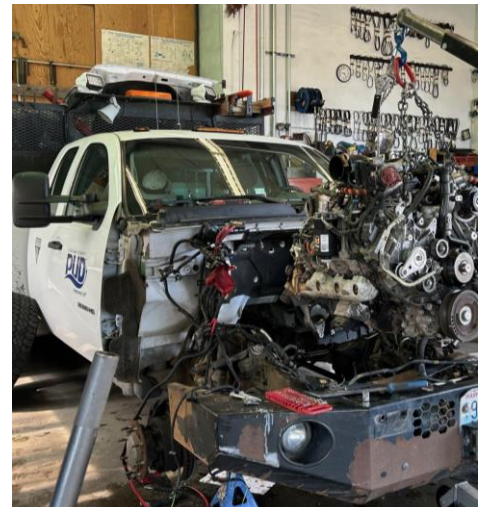
*BU 234 Map of planned pole replacements*

- 235 – Substation Fence Replacement 20,000
- Scope: Replace aging substation perimeter fencing with new District standard substation perimeter fencing.
  - Project Type: R&R, Defined
  - Grid Hardening (Resiliency)
- 236 – Beaver Camp Transformer Replacement 733,000
- Scope: A project to replace 50-year-old PCB transformer with a new 12 MVA transformer.
  - Project Type: R&R, Defined
  - Highly Impacted Communities (HIC), Grid Hardening (Resiliency)
- 237 – JN-SQ Transmission/Distribution Rebuild 810,000
- Scope: Replace aging wood poles with new fiberglass poles.
  - Project Type: R&R, Defined
  - Grid Hardening (Resiliency)
- 238 – Substation 30-Year Overhauls 50,000
- Scope: Replace aged/failing equipment found during substation maintenance.
  - Project Type: R&R, Defined
  - Grid Hardening (Resiliency)

2025 Budget  
Capital Outflows & Project Summaries

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

<b>Transportation</b>	<b>2,498,000</b>
451 – Ford Lightning Electric Pickup to Replace #226-11 • Grid Hardening (Resiliency)	79,604
442 - Freightliner Terex 55' Bucket to Replace #208-09 • Grid Hardening (Resiliency)	527,000
443 - Freightliner Differ Derrick to Replace #91-03 • Grid Hardening (Resiliency)	690,000
450 - Versa-Lift 40' Bucket to Replace #230-9 • Grid Hardening (Resiliency)	240,000
452 - Trailer for Directional Bore Rolled Conduit • Grid Hardening (Resiliency)	16,000
453 - Reel Strong Reel Trailer "2" • Grid Hardening (Resiliency)	74,000
454 - Ford F350 Four Door Bin Body to Replace #257-12 • Grid Hardening (Resiliency)	98,000
455 - Ford F350 Four Door Bin Body to Replace #223-11 • Grid Hardening (Resiliency)	98,000
456 - Ford F350 Bin Body to Replace #266-13 • Grid Hardening (Resiliency)	98,000
457 - Ford F550 Four Door Bin Body to Replace #281-16 • Grid Hardening (Resiliency)	110,900
458 - 7-Passenger Vehicle	77,500
459 - Freightliner Bucket Truck to replace #259-14 • Grid Hardening (Resiliency)	413,000
461 - Major Equipment Repairs (Engine, Transmission) • Grid Hardening (Resiliency)	30,000
462 - Lift Gate for #281-16 • Grid Hardening (Resiliency)	5,600
463 - Recovery, Recharge Robinair ROB AC 1234-9; Auto Shop • Grid Hardening (Resiliency)	10,000
464 - Recovery, Recharge, Robinair 134R; Auto Shop • Grid Hardening (Resiliency)	10,000



*An example of an engine replacement on a District fleet vehicle as budgeted in BU 461.*



2025 Budget  
Capital Outflows & Project Summaries

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

<b>Water</b>	<b>4,947,134</b>
900 – Meters • Reliability	45,819
901 – Service Capital Projects • Scope: Renewal and replacement of water service lines and service-related appurtenances. • Project Type: R&R, Recurring • Reliability	40,412
902 – Customer Requested Projects • Scope: Customer requested and funded projects and new service connections. • Project Type: New, Recurring	60,658
903 – SCADA Telemetry Upgrade • Scope: Renewal, replacement and upgrade of SCADA equipment including instrumentation, controls and communication. • Project Type: New or R&R, Recurring • Grid Hardening (Resiliency)	28,588
905 – Pump Equipment Upgrades • Scope: Renewal, replacement and upgrade of source of supply and distribution pumping equipment. • Project Type: R&R, Recurring • Grid Hardening (Resiliency), Reliability	70,588
906 – Water Fleet Assets • Grid Hardening (Resiliency)	301,658
907 – Capital Tools • Reliability, Grid Hardening (Resiliency)	41,400
909 – Water Treatment Upgrades • Scope: Renewal, replacement and upgrade of water treatment plant assets. • Project Type: R&R, Recurring • Grid Hardening (Resiliency), Reliability	73,888
910 – Structure & Site Upgrades • Scope: Renewal, replacement and upgrade of water facilities: structures, utilities, piping and site work. • Project Type: R&R, Recurring • Grid Hardening (Resiliency), Reliability	28,090



*An example of Water Treatment Upgrades as budgeted in BU 909.*

2025 Budget  
Capital Outflows & Project Summaries

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

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**Water** (continued)

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911 – Transmission & Distribution Projects	56,984
<ul style="list-style-type: none"><li>• Scope: Projects with less than 500 linear feet of renewal, replacement and upgrade of transmission and distribution systems.</li><li>• Project Type: R&amp;R, Recurring</li><li>• Grid Hardening (Resiliency), Reliability</li></ul>	
912 – Safety Upgrades	11,434
<ul style="list-style-type: none"><li>• Scope: Renewal, replacement and upgrade of water safety assets.</li><li>• Project Type: R&amp;R, Recurring</li><li>• Reliability</li></ul>	
944 – Clallam Bay-Sekiu Emergency Bypass Replacement	202,618
<ul style="list-style-type: none"><li>• 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.</li><li>• Project Type: R&amp;R, Defined</li><li>• Grid Hardening (Resiliency), Reliability</li></ul>	
945 – Clallam Bay-Sekiu Infrastructure Upgrade	1,520,856
<ul style="list-style-type: none"><li>• 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.</li><li>• Project Type: R&amp;R, Defined</li><li>• Grid Hardening (Resiliency), Reliability</li></ul>	



*District water crew works on BU 945 Clallam Bay-Sekiu Infrastructure Upgrade.*

2025 Budget  
Capital Outflows & Project Summaries

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

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**Water** (continued)

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946 – Evergreen 8-inch pipe on 7 <sup>th</sup> Avenue	355,471
<ul style="list-style-type: none"><li>• 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 and fire flow along S. 7th Avenue in Sequim.</li><li>• Project Type: REQ, Defined</li><li>• Grid Hardening (Resiliency), Wildfire Mitigation</li></ul>	
947 – Carlsborg Water Source, Transmission Line, Blend System + VL	261,250
<ul style="list-style-type: none"><li>• Scope: 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.</li><li>• Project Type: R&amp;R, Defined</li><li>• Reliability, Highly Impacted Communities (HIC)</li></ul>	
948 – Evergreen R3 Reservoirs	462,705
<ul style="list-style-type: none"><li>• 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.</li><li>• Project Type: R&amp;R, Defined</li><li>• Grid Hardening (Resiliency), Reliability</li></ul>	
949 – Port Angeles Composite/City of Port Angeles Transmission Intertie	277,400
<ul style="list-style-type: none"><li>• 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. The preliminary engineering will be funded through a Drinking Water State Revolving Fund Loan.</li><li>• Project Type: R&amp;R, Defined</li><li>• Grid Hardening (Resiliency), Reliability</li></ul>	
950 – WSDOT Bagley Creek	239,486
<ul style="list-style-type: none"><li>• Scope: Utility relocation at North Bagley Creek Road requires the removal and replacement of an 8-inch loop feed to N. Bagley Creek Rd.</li><li>• Project Type: REQ, Defined</li><li>• Grid Hardening (Resiliency)</li></ul>	
951 – WSDOT Ennis Creek	10,554
<ul style="list-style-type: none"><li>• 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.</li><li>• Project Type: REQ, Defined</li></ul>	
952 – WSDOT Lees Creek	195,010
<ul style="list-style-type: none"><li>• Scope: A WSDOT fish passage project requires the relocation of 500 LF of 8-inch water main which crosses Lee's Creek. The District has executed an Interlocal Agreement with WSDOT and construction contract for the water main relocation.</li><li>• Project Type: REQ, Defined</li><li>• Grid Hardening (Resiliency)</li></ul>	

2025 Budget  
Capital Outflows & Project Summaries

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

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**Water** (continued)

953 – Hoko Safety & Reliability Upgrades	231,750
<ul style="list-style-type: none"> <li>• Scope: The 2021 FEMA storm event highlighted the need for an automatic transfer switch at the Hoko Pump Station. This project replaces the standby generator and adds an automatic transfer switch. This project is partially funded with a FEMA 406 Mitigation Grant.</li> <li>• Project Type: R&amp;R, New, Defined</li> <li>• Reliability, Grid Hardening (Resiliency)</li> </ul>	
954 – Emergency Generators – Mt. Pleasant Pumpstation	164,636
<ul style="list-style-type: none"> <li>• Scope: The Mt. Pleasant Pumpstation pressurizes a closed loop distribution system zone in Gales Addition. A generator and automatic transfer switch will improve system reliability during power outages for this pressure zone.</li> <li>• Project Type: New, Defined</li> <li>• Grid Hardening (Resiliency), Reliability</li> </ul>	
955 – Water AMI Deployment	133,616
<ul style="list-style-type: none"> <li>• Scope: Replacement of existing water meters with AMI enabled meters in the Carlsborg Water System and Monroe portion of the Port Angeles Composite Water System.</li> <li>• Project Type: R&amp;R, Defined</li> <li>• Reliability</li> </ul>	
956 – Water System Plan Update	132,263
<ul style="list-style-type: none"> <li>• Scope: Comprehensive Water System Plan Update for the District’s six systems.</li> <li>• Project Type: REQ</li> </ul>	

**Wastewater** **100,161**

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1003 – Sunshine I: Lower Lift Station	73,926
<ul style="list-style-type: none"> <li>• Scope: Renewal and replacement of the lower wastewater collection lift station in Sunshine Acres I.</li> <li>• Project Type: R&amp;R, Defined</li> <li>• Grid Hardening (Resiliency)</li> </ul>	
1005 – Miscellaneous Capital	9,701
<ul style="list-style-type: none"> <li>• Scope: Renewal, replacement and upgrades to wastewater collection systems, dosing chambers, treatment systems and drain-fields.</li> <li>• Project Type: R&amp;R, Recurring</li> <li>• Grid Hardening (Resiliency)</li> </ul>	
1006 – Replace Drain Field Pumps	3,453
<ul style="list-style-type: none"> <li>• Scope: Replacement of recirculation and dosing pumps for drain field operations.</li> <li>• Project Type: R&amp;R, Recurring</li> <li>• Grid Hardening (Resiliency)</li> </ul>	
1007 – View Ridge: Replace Pump Station Roof	13,081
<ul style="list-style-type: none"> <li>• Scope: Replacement of recirculation and dosing pumps for drain field operations.</li> <li>• Project Type: R&amp;R</li> <li>• Grid Hardening (Resiliency)</li> </ul>	

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