

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, OCTOBER 8, 2018**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES:
September 24, 2018 Regular Meeting**
- 5. COMMUNICATIONS:**
 - A. From the Public:** (Please limit comments to 3 minutes)
 - B. From the Mayor:**
 - C. From Staff or Employees:**
 - D. Presentation of Phase 3 Digital Report – Michelle Peters, Visit Lewis Clark Valley**
- 6. COMMITTEE REPORTS:**
 - A. Finance/Admin – Audit Report on Current Bills – October 8**
 - B. Public Safety – October 2**
 - C. Public Works – October 2**
 - D. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**
- 7. UNFINISHED BUSINESS:**
 - A. Ordinance 1605, Zone Change – 422 Highland Ave, 2nd Reading (Public Works)**
 - B. Ordinance 1606, Ambulance User Fees, 2nd Reading (Public Safety)**
- 8. NEW BUSINESS:**
 - A. Resolution 2018-08, Sole Source Ambulance Purchase (Public Safety)**
 - B. Washington State Archives Organizing the File Room Grant Acceptance Letter (Finance/Admin)**
- 9. COUNCIL COMMENTS:**
- 10. QUESTIONS FROM THE PRESS:**
- 11. EXECUTIVE SESSION: Negotiations**
- 12. ADJOURN:**

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

CLARKSTON CITY COUNCIL MINUTES
September 24, 2018

ROLL CALL: Russ Evans, Pat Holman, Belinda Larsen, John Murray, Joel Profitt, Skate Pierce, Melyssa Andrews.

STAFF: Chief Hastings, Chief Cooper, PWD Poole, Clerk Austin, Attorney Richardson.

AGENDA CHANGES: Add Item E to New Business: Discussion of Potential Purchase of Ambulance Demonstration Unit.

APPROVAL OF MINUTES: Minutes of the September 10, 2018 Regular Meeting were approved as presented.

COMMUNICATIONS:

A. **From the Public:** Jeanine Joly, 719 Libby Street
Jennie Hawvermale 1202 8th Street

B. **From Mayor:** Mayor Lawrence introduced Building Inspector Jason Ewing. Ewing explained to Council the process that Jake Charais had completed to secure a building permit to install a sign for Trinity Baptist Church as part of an Eagle Scout project. Mayor Lawrence presented Jacob Charais with a Certificate of Recognition for being the youngest person to obtain a City of Clarkston Building Permit. Mayor Lawrence read a public comment left on the City website from a visitor from Walla Walla that attended a Cornhole Tournament and wanted to praise the City for the experience. Mayor Lawrence advised that October 19 is the beginning of election period. The Mayor announced the appointment of Erin Everett to fill the opening on the Civil Service Commission, the term begins on October 1, 2018. The Mayor advised that the County Commission will have a town hall meeting on October 25, at 6:30pm. The agenda includes a discussion on Fireworks. Mayor Lawrence also advised the Council that a date would need to be selected for the final Council Meeting of the year, currently set for Christmas Eve.

C. **From Staff or Employees:** Clerk Austin gave an update on the 2019 Budget Process. PWD Poole spoke in reference to the citizen comments regarding speeding at 8th and Libby. He advised that a traffic study showed that the average speed was 24mph this was the 80 percentile of the traffic. He also advised Council of the plan to install a permanent radar sign. Chief Hastings advised that Patrol officers have confirmed the data that PWD Poole had gathered. He advised that tickets had been written, and the officers continue to patrol the area.

COMMITTEE REPORTS:

Finance/Admin: Councilmember Murray reported that the Committee reviewed and approved the bills for payment. Total expenditures for the September 24, 2018 period of \$231,883.47. MOTION BY HOLMAN/MURRAY to approve the bills as read. Motion Carried

Public Safety: Councilmember Larsen advised that the Committee met on September 18th. Chief Hastings began the meeting picking up the fireworks discussion. It was agreed that we should hold a public hearing and let everyone voice their opinion on either a ban or restrictions on aerial fireworks. Chief will research and present to our committee different ordinances from around the state so that we may have a more informed discussion for council at a later date.

It has been brought to Chief Hastings' attention that there is a smoking issue in our parks. Chief asked if there were some way we could combat this problem. A lot of communities have issued smoking bans completely in all parks. We discussed designated smoking areas as opposed to complete bans. Maybe no smoking in playground areas. This would not help in the Vernon Park area which is where Chief receives the largest number of complaints. More research will be conducted.

There is an increase in our transient population as of late. This is not unusual for this time of year but Chief Hastings would like input on what we might suggest to deter them from making our parks their campgrounds.

The Asotin County Jail committee continues to meet on a regular and frequent basis. The committee has met with Judge Galina, prosecutor Ben Nichols and others in regards to identifying what is the original cause of all the overcrowding and what can be done to decrease the population. They will continue to meet with others and continue to push forward on solutions.

Chief Cooper began with an explanation on the grant process that he and Ben Schuster had worked on. Unfortunately, we did not score high enough for funding. The Chief and Ben will review the process, join in on a webinar and with council approval, re-apply.

Chief Cooper has completed his research, made the necessary inquiries and concluded that the demo ambulance he found in Oregon would be the correct direction he would like to take in purchasing a new ambulance for the department. He will present his findings to Council tonight with a final determination request at our next meeting.

Civil Service has begun advertising for testing for paramedic firefighters October 19-20.

Firefighter negotiations will begin on September 28th.

Public Works: Councilmember Pierce advised that the Committee discussed that the City is looking to revamp the sign ordinance to address flags, flag poles and tower structures. Appendix H from the International Building Code was not included when it was adopted. That will be corrected in January when we adopt the IBC. Leavenworth has good language on an ordinance limiting flags and flagpoles to acceptable size. The committee recommends to move ahead with the corrections. The street and alley vacation ordinance currently has confusing language requiring payment up front with no guarantee that the council will allow the vacation. We're looking to change the language so that the petitioning parties will make all payments at the time of closing. An Ecology grant application is available. We have multiple projects to use with this grant. We're looking to contract out with Keller to file for the Ecology grant. All projects deal with stormwater. Director Poole is working with the Clarkston Police Department to install a radar speed signs on the South entrance to Clarkston on Hwy 129. We can use TBD money to pay for the sign. We have a potential issue with a city maintained sewer line that runs under Tri-State memorial hospital. We need to get an easement, protection against damages and access agreement to continue maintaining that section of line, otherwise the hospital will take it over. It's possible the easement is recorded with the county. Zone Change 2018-02 was approved by the Planning commission with a 5-0 vote. We will discuss it as a council. We'll be asked to approve the change, but not the type of business that will be located there. We need to surplus 3 pieces of equipment. A resolution is needed to surplus: '86 Ford garbage truck for sale, the '97 Mac garbage truck sold to the Wastewater Treatment plant, we also have a '76 water truck to surplus for sale. We need to transfer around \$200,000(estimated) from TBD to pay for work done this year as a budget amendment. We received about 10% of our surveys back. Don Brigham analyzed and sorted the data for us. We had a discussion about starting a citizens Parks Commission to help with planning and development. We also had a discussion on a youth commission using high school students to provide input to the city and city council

Outside Organizations: Councilmember Evans reported on his attendance September 19 at the Age Friendly Alzheimer Forum.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A. Findings of Fact & Conclusion of Law, ZC-2018-02 (Public Works) PWD Poole presented Council with the staff report and finding from the Planning Commission. MOTION BY PIERCE/HOLMAN to accept the findings of fact & conclusion of law. Councilmember Murray asked if the existing structure was a residence. PWD Poole advised it was a rental house and an old gas station. Murray asked if changing the zone would make them non-conforming structures. PWD Poole advised it would, but pre-existing can be grandfathered in in order to maintain the structure or rebuild to existing footprint. Councilmember Larsen asked if this was the zone change. PWD Poole advised it was just for the Findings. Vote was 6-1 in favor, Larsen voted nay. Motion Carried.

B. Ordinance 1605, Zone Change – 422 Highland Ave, 1st Reading (Public Works) Vote will take place at next meeting.

C. Agreement for Professional Services, Keller Associates – Ecology Grant (Public Works). PWD Poole proposed to Council to have Keller Associates partner with the City to apply for a Depart of Ecology Grant. MOTION BY PIERCE/EVANS to authorize the Mayor to sign the agreement. Motion Carried.

D. Ordinance 1606, Ambulance User Fees, 1st Reading (Public Safety). Vote will take place at next meeting.

E. Discussion on Potential Purchase of Ambulance Demonstration Unit. Chief Cooper presented Council with a proposal to purchase an Ambulance Demonstration Unit for a substantial savings over purchasing a new vehicle. The Demo Unit will have some equipment installed and will be practically new. Councilmember Evans asked if the City has saved money for purchase. Chief Cooper advised that there had been money set aside for the purchase. Councilmember Andrews asked if there would be a warranty on the purchase and the plans for the old ambulance. Chief Cooper advised that it would have the remainder of the new vehicle warranty minus one year of the demo. He advised that the old Ambulance would be disposed. Councilmember Larsen commented on the numerous discussions at Public Safety Committee regarding the purchase of a replacement ambulance and Chief Cooper has done excellent research on this matter. There was consensus of the Council to draft a resolution for a sole-source purchase.

COUNCIL COMMENTS: Councilmember Holman asked if the speed limit on Hwy 129 could be changed to 25mph closer to the roundabout at Southway Bridge. PWD Poole advised we could change it as far as the right of way for the City limits. Councilmember Larsen thanked the citizens that are brave enough to come and voice their opinions to Council.

PRESS QUESTIONS: None

EXECUTIVE SESSION: Executive Session for Negotiations and Litigation began at 7:50pm. There are no decisions that are anticipated to be made, the session is expected to last 30 minutes. An extension of 10 minutes was requested at 8:20pm. A 5 minute extension was requested at 8:30pm. At 8:35pm there was a request for 3 minutes more. Council returned to session at 8:38pm.

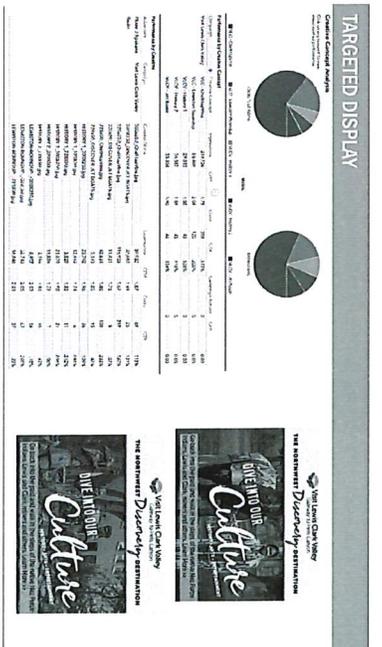
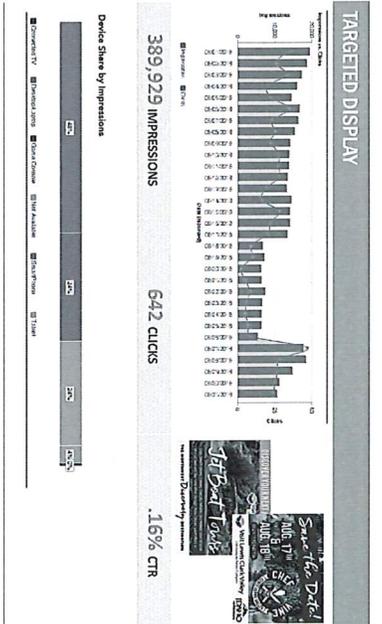
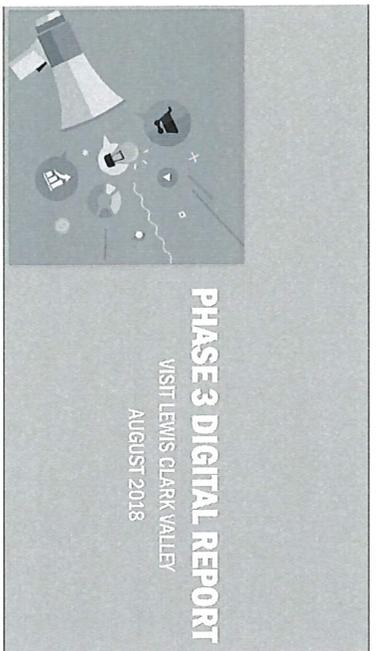
ADJOURNMENT:

Meeting adjourned at 8:40 p.m.

Steve Austin, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures, 09/24/18	Ck # 67010-67070	\$94,664.77
Payroll 09/20/18	Ck # 66996-67009	\$137,218.70



PAID SEARCH



FACEBOOK ADVERTISING

303,934 IMPRESSIONS
31,456 UNIQUE REACH**
331 TOTAL CLICKS

GENERAL CAMPAIGN	IMPRESSIONS	TOTAL REACH	CLICKS
JR FOOT TOURS	96,490	16,493	37
WONDERS	722	604	21
HISTORY - LEWIS AND CLARK	104,872	22,744	22
HISTORY - MONTY AMERICAN	16,848	17,280	119
ROUNDUP HISTORICAL	10,611	10,612	5
CHIEF HISTORY	25,584	4,840	2

FACEBOOK PAGE INSIGHTS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total Page Likes	5,824	6,180	7,010	7,627	8,272	8,727	9,257	9,724	10,214	10,714	11,214	11,714
Total Organic Impressions	45,966	41,017	37,237	34,055	30,894	28,049	25,214	22,379	19,544	16,709	13,874	11,039
Total Paid Impressions	41,659	29,780	22,711	16,253	10,192	5,206	2,244	1,111	555	288	144	72
Total Organic Reach	28,971	24,486	21,482	18,927	16,412	13,897	11,382	8,867	6,352	3,837	1,322	77
Total Paid Reach	38,533	21,046	15,211	10,826	6,480	3,319	1,623	824	412	206	103	51
Total Monthly Post Engagement	1,247	1,013	1,412	1,219	1,019	819	619	419	219	119	69	34

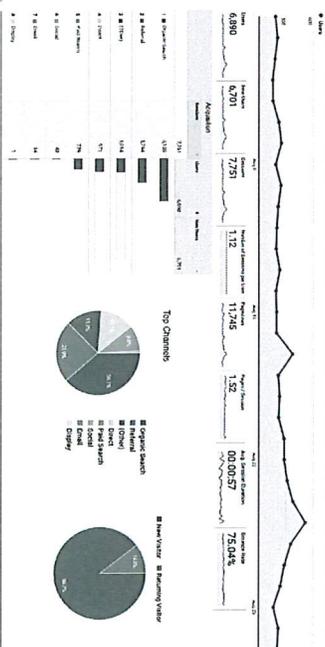
WEBSITE TRAFFIC OVERVIEW - 2017 VS 2018

2018	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
TOTAL VISITORS	780	537	1,551	1,856	811	1,544	907	971	971	971	971	971
DIRECT TRAFFIC	2,051	1,271	1,352	1,189	1,264	1,143	1,340	1,115	1,115	1,115	1,115	1,115
REFERRAL TRAFFIC	225	302	152	244	202	227	292	1,807	1,807	1,807	1,807	1,807
Paid Search & Display	242	869	940	869	628	1,037	1,261	1,781	1,781	1,781	1,781	1,781
MAIL CHIMP EMAIL	150	79	559	115	217	248	49	49	49	49	49	49
SOCIAL (ORGANIC)	71,926	71,926	71,926	69,926	71,926	69,926	63,926	71,926	71,926	71,926	71,926	71,926

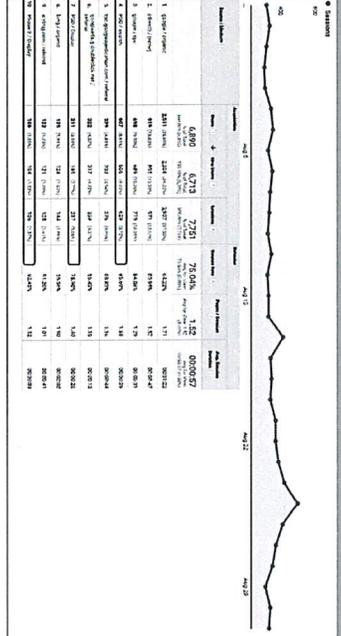
NEWSLETTER - AUGUST VS SEPTEMBER

AUGUST NEWSLETTER	SEPTEMBER NEWSLETTER
RECIPIENTS: 12,214	RECIPIENTS: 12,237
1,184 EMAIL OPENS	907 EMAIL OPENS
9.7% EMAIL OPEN RATE	7.5% EMAIL OPEN RATE
21 UNIQUE CLICKS	42 UNIQUE CLICKS
53 TOTAL CLICKS	48 TOTAL CLICKS
3.0% CLICKS PER UNIQUE OPENS	4.0% CLICKS PER UNIQUE OPENS
3.0% CLICK RATE	3.0% CLICK RATE

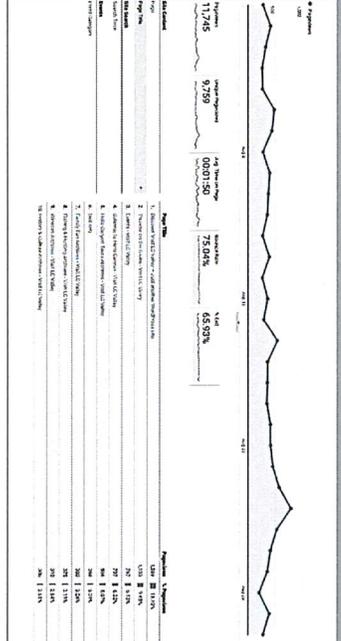
AUDIENCE OVERVIEW



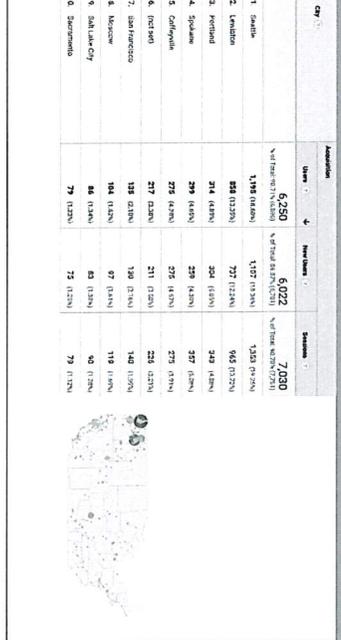
ACQUISITION BY SOURCE/MEDIUM - TOP 10 SOURCES



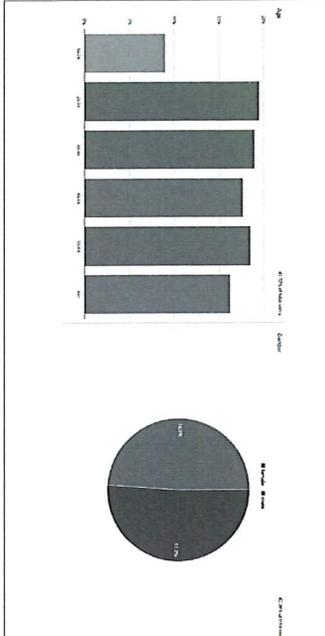
BEHAVIOR OVERVIEW



BEHAVIOR OVERVIEW



DEMOGRAPHIC OVERVIEW



MONTH END SUMMARY

Website Performance Summary
 The website has seen a total of 7,251 sessions in August. Of those 7,251 sessions, 2,751 came from direct traffic, 1,124 from search engines, 1,248 from referrals, 1,248 from social media, 1,248 from email newsletters, 1,248 from YouTube channel, 1,248 from referrals from partners, 1,248 from referrals from affiliates, and 1,248 from referrals from influencers.

Acquisition Overview
 The top acquisition source for the month was search engines, which drove 6,890 sessions. Other significant sources include direct traffic (6,313), referrals (1,248), social media (1,248), email newsletters (1,248), YouTube channel (1,248), referrals from partners (1,248), referrals from affiliates (1,248), and referrals from influencers (1,248).

Behavior Overview
 The website received 11,245 page views and 9,759 unique visitors in August. The conversion rate was 1.42%, resulting in 103 conversions. Total revenue for the month was \$1,248.

Demographic Overview
 The majority of website users are aged 25-34 (35%), followed by 18-24 (15%). The gender split is 55% male and 45% female. Most users are single (40%), with 35% being married.

PUBLIC SAFETY MEETING 10-02-18

Present: Chief Cooper, Russ Evans, Pat Holman, Belinda Larsen

Chief Cooper explained the continuing process for acquiring grants. As we were turned down on the last FEMA Assistance for Firefighters grant request, the Chief will continue to look at ways to improve on the grant application. The next grant will be for just the SCBA's. We will need about 26 units. It's a complete kit that includes the mask and the high pressure tanks. Ben Schuster and the Chief will continue to explore options and will present us with more information at our next council meeting.

Chief Cooper gave us more information regarding fireworks and related information which includes cause and affect numbers.

City Attorney Richardson provided guidance on sole source purchase of a demo ambulance. A resolution is being prepared for Council consideration at the next meeting. The seller is holding the ambulance for CFD. Once we approve the purchase, Chief and one other department personnel will head to Oregon to pick it up. The Chief will, with a checklist, examine the ambulance that it is all that it was advertised as being and return to Clarkston.

Ground Emergency Medical Transportation (GEMT) – Chief Cooper discussed that we will need to repay the departments and organizations that originally hired consultants and got this program under way. Our cost of the original \$570,000 plus that it took to get things off the ground is roughly \$4,000. This number was determined based on call volume. By all indications, this will be a very, very good investment.

Also, along those same lines, our contract with Systems Design is getting ready to expire. Systems Design is the company we contract with for billing of our ambulance services. Currently, our fees are determined 5 and a half % of the billing costs. We are one of the very few who pay this way. Chief is reviewing determining if their suggestion of per call cost would be to our advantage. At this point in time, it looks like it would be. Chief will make his recommendations at a later date.

The City of Clarkston Fire Department will hold an open house on Saturday, October 20th. The time is to be determined but I would encourage everyone to attend. There will be a fire extinguisher demonstration, puppet show, C.P.R. review/demonstration and a live house fire.

ORDINANCE NO. 1605

AN ORDINANCE AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 17.05.080, WHICH ESTABLISHES THE OFFICIAL ZONING MAP OF THE CITY OF CLARKSTON.

WHEREAS, the Planning Commission held a public hearing on August 20, 2018 to consider a request from Ronald Lamb on Zoning Map Change Application No. ZC-2018-02 and adopted Findings of Fact, Conclusions of Law and a Recommendation to approve the zone change;

NOW THEREFORE, be it ordained by the City Council of the City of Clarkston as follows:

SECTION 1.0

Clarkston Municipal Code Chapter 17.05.080 is hereby amended as follows:

The property described below is hereby changed from Low Density Residential (R-1) to Neighborhood Commercial (NC) zoning designation:

A parcel of land, comprised of Lot 11 and portion of Lot 12, Block 6, Parkway Addition, Asotin County, Washington, located in the South half (1/2) of Section 21, Township 11 North, Range 46 East, Willamette Meridian, City of Clarkston, County of Asotin, State of Washington. Property is commonly referred to as 422 Highland Avenue.

SECTION 2.0

This ordinance shall be in full force and effect upon the signing hereof by the Mayor, attestation by the City Clerk and publication as required by law.

Dated this 8th day of October, 2018.

Monika Lawrence, Mayor

ATTEST BY:

Steve Austin, City Clerk

APPROVED AS TO FORM:

Todd Richardson, City Attorney

ORDINANCE NO. 1606

AN ORDINANCE OF THE CITY OF CLARKSTON, WASHINGTON, AMENDING CMC CHAPTER 9.30.020, WHICH ESTABLISHES RATES FOR AMBULANCE TRANSPORTS PERFORMED BY THE CITY OF CLARKSTON.

WHEREAS, The City of Clarkston has established an ambulance transport service to provide emergency and non-emergency ambulance transport within the city limits of Clarkston; and

WHEREAS, fees will be charged to the users of the ambulance transport service;

NOW, THEREFORE, the City Council of the City of Clarkston do ordain as follows:

Section 1.0

Chapter 9.30.020, establishing ambulance transport rates is hereby amended as follows:

Sections:

9.30.020 Ambulance Transport Rates

9.30.020 Ambulance Transport Rates.

The following rates are established for ambulance transports performed by the City of Clarkston, ~~effective April 10, 2016~~ effective November 1, 2018:

Emergency:

Basic Life Support (BLS)	\$472.50	\$490.00
Advanced Life Support (ALS)	\$630.00	\$650.00
Advanced Life Support 2	\$735.00	\$755.00

Local Interfacility: (within Clarkston, Asotin County, Lewiston) Between hospitals, discharge from hospital to extended care facility, shelter home or home, regardless of residency.

Basic Life Support (BLS)	\$252.00	\$260.00
Advanced Life Support (ALS)	\$383.25	\$395.00

Out-of-Area Transport: (within radius including Spokane, Coeur d'Alene, Walla Walla, Orofino, and Grangeville) Nonresident charge will be added for patients who are not a resident of Clarkston.

Basic Life Support (BLS)	\$472.00	\$490.00
Advanced Life Support (ALS)	\$651.00	\$670.00

Non-Resident Charge:

For patients who are not resident of the City of Clarkston \$100.00

Mileage Fee:

(Charges only as patient is transported.)

~~\$11.03~~ \$11.50 per mile

Oxygen:

\$ 35.00

Standby Time: (for medical convenience during medical testing) \$100.00 per hour
@ ½ hour increments

Special Event Standby: (events such as concerts, boat races, martial arts contest, rodeo, etc.)

When using a rescue truck as the vehicle – Actual personnel cost including overtime, reserve EMT/firefighter cost, volunteer point cost. \$ Actual Cost

When an ambulance is required – calculated on half-hour increments \$100.00 per hour

Supplies:

Supplies used in the delivery of emergency medical services that are not replenished by a receiving medical facility shall be billed to the patient for the actual cost plus 10%.

Section 2.0

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of the ordinance.

Section 3.0

This ordinance shall be in full force and effect five days after the signing hereof by the Mayor, attestation by the City Clerk and publication as required by law.

DATED this 8th day of October, 2018.

Monika Lawrence, Mayor

Attest:

Approved as to Form:

Steve Austin, City Clerk

Todd Richardson, City Attorney

Publication Date: _____

RESOLUTION NO. 2018-08

A RESOLUTION APPROVING THE SOLE SOURCE PURCHASE OF A DEMONSTRATION MODEL AMBULANCE.

WHEREAS, the City Council of the City of Clarkston, Washington, recognizes the need to adequately equip the Fire Department; and

WHEREAS, the Fire Chief has found an opportunity to purchase a demonstration model ambulance in good condition to add flexibility to the fleet; and

WHEREAS, the City council recognizes that this demonstration model ambulance represents good value and is advantageous to the City;

NOW THEREFORE, IT IS HEREBY RESOLVED that:

1. Justification for Sole Source Purchase. Purchase of demonstration model equipment is not amenable to the bidding process;
2. Necessity. The demonstration model ambulance under consideration represents good value and its purchase would be advantageous to the City.
3. Cost. The purchase price of this vehicle including taxes is \$164,542.99.

DATED this 8th day of October, 2012.

Monika Lawrence, Mayor

Steve Austin, City Clerk



September 25, 2018

City of Clarkston, WA
Braun 2017 Ford E-450 Chief XL Ambulance - demo unit 7466
Build Location: Van Wert, Ohio

Proposal Price		\$ 152,073.00
Washington State sales tax @	7.90%	12,013.77
Washington State motor vehicle tax @	0.30%	456.22
Total Bid Price Including Sales Tax		\$ 164,542.99

Terms:

This demo unit is available for pick up, from the HFE-Springfield, OR facility, within one (1) week of contract execution or receipt of Purchase order.

Payment due upon pick up of the unit at the HFE Springfield, Oregon facility, prior to customer departure with the unit.

F.O.B. HFE-Springfield, Oregon facility:
Hughes Fire Equipment Inc.
910 Shelley Street
Springfield, OR 97477

This unit acquired minor damage to the module box which has been repaired and does not affect any of the new vehicle warranties provided.



City of Clarkston

City Hall: (509) 758-5541 • Police: (509) 758-1680 • Fire: (509) 758-8681 • Fax: (509) 769-6018

829 5th Street • Clarkston, WA 99403 • www.clarkston-wa.com

Washington State Archives
ATTN: Mark Vessey
PO Box 40238
Olympia WA 98504-0238

October 8, 2018

RE: Organizing the File Room Grant

The City of Clarkston is pleased to accept the Organizing the File Room Grant offered through the 2018-2019 Washington State Archives Local Records Grant Program.

Please forward the Grant Agreement to the City for approval. The City would like to thank the Secretary of State for providing the funding for this opportunity.

Sincerely,

Monika Lawrence
Mayor



TREE CITY USA.



Secretary of State

Kim Wyman

Legislative Building
PO Box 40220
Olympia, WA 98504-0220
Tel: 360.902.4151
sos.wa.gov

October 1, 2018

City of Clarkston
Steve Austin
829 5th Street
Clarkston, WA 99403

Dear Steve,

Congratulations on your selection as one of the award recipients of the 2018-2019 Washington State Archives Local Records Grant Program! A total 170 applications were received requesting over \$2,800,000.

Due to the volume of quality requests, we are not able to fully fund all of the worthy projects that were submitted during this grant cycle. After reviewing all 170 applications, the Archives Oversight Committee has recommended that your grant proposal receive up to \$14,000 for your Organize the File Room Grant. I encourage you to continue working with your regional branch archivist or records consultants to answer any questions you may have regarding your project. To find your local archivist, please visit www.sos.wa.gov/archives.

To accept your award, please send a letter of acceptance to Mark Vessey at the Washington State Archives, PO Box 40238, Olympia, WA, 98504-0238. Once your acceptance letter is received, you will be sent a Grant Agreement requiring your signature. This Grant Agreement is necessary for your agency to receive the grant funds.

I am very pleased to make this award announcement to your agency, and I look forward to the successful completion of your very worthwhile project.

Sincerely,

KIM WYMAN
Secretary of State

STEVE EXCELL
State Archivist