

From: [Ericsson, Lori](#)
To: [Lao, Elena](#)
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340
Date: Wednesday, August 23, 2023 8:24:34 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi Elena,

They have paid all of their fees and we are ready to record. I will be in the office tomorrow. If there is any way to get it by then, that would be great!

Thanks,

Lori Ericsson | *Senior Contract Specialist*
[Snohomish County Public Works](#) | Admin Ops
3000 Rockefeller Ave., M/S 607 | Everett, WA 98201
425-388-3536 | Lori.Ericsson@snoco.org

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From: Lao, Elena <Maria.Lao@co.snohomish.wa.us>
Sent: Tuesday, July 11, 2023 1:37 PM
To: Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

Hi Lori,

I have updated the file in Legistar. Let me know when fees have been paid and I will fill in the last section of the acceptance page and release for recording.

Thank you!
Elena

From: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Sent: Friday, July 7, 2023 3:09 PM
To: Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>; Lao, Elena <Maria.Lao@co.snohomish.wa.us>
Cc: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

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Hi Lori,

Here is the document that I have digitally signed and saved. Once you have it counter-signed please send me the completed copy for our records. Is there anything else you folks need from me to finish this out?

Keith Welton

Director of Technology Operations

Mukilteo School District

9401 Sharon Dr.

Everett, WA 98204

425-356-1261



From: Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Sent: Thursday, July 6, 2023 3:11 PM
To: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>; Lao, Elena <Maria.Lao@co.snohomish.wa.us>
Cc: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

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Keith,

This is NOT the fully executed copy. There are several steps that still need to take place including document recording. I have added "Adobe Signature" boxes. You can use the following instructions to sign. Public Works does not use DocuSign.

To create an Adobe digital signature:

- **Verify that you have Adobe Reader. You can download for free from the Adobe website.**
- **Save** the document on your local device.
- Click on the signature box with the **RED** flag.
- Select **Configure Digital ID** in the pop-up box
- Select **Create a new Digital ID** then click **Continue**
- Select **Save to File** then click **Continue**
- Enter your **personal information** then click **Continue**
- Enter a **password**, confirm password, then click **Save**
- Select your **Digital ID**, then click **Continue**
- Enter your **Password**, then click **Sign**
- **Save** the document with the same name and choose **replace the existing file**
- Email me the partially executed document.

If you already have an Adobe Digital ID then you will complete the last four bullets after clicking in the signature box

Thanks,

Lori Ericsson | Senior Contract Specialist
[Snohomish County Public Works](#) | Admin Ops
3000 Rockefeller Ave., M/S 607 | Everett, WA 98201
425-388-3536 | Lori.Ericsson@snoco.org

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From: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Sent: Thursday, July 6, 2023 2:58 PM
To: Lao, Elena <Maria.Lao@co.snohomish.wa.us>; Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Cc: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

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Elena,

Thanks so much! Is there any way you can send this to me through something like DocuSign so that I can digitally sign it and then forward a copy off to our contract review folks so that they will have a fully signed copy of our agreement?

Keith Welton
Director of Technology Operations
Mukilteo School District
9401 Sharon Dr.
Everett, WA 98204
425-356-1261



From: Lao, Elena <Maria.Lao@co.snohomish.wa.us>
Sent: Thursday, July 6, 2023 11:01 AM
To: Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>; Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Cc: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>

Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

You don't often get email from maria.lao@co.snohomish.wa.us. [Learn why this is important](#)

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Good morning,

Attached is the email sent out on June 15, 2023. I have also attached the ordinance separately.

Thank you!

Elena Lao

Deputy Clerk of the Council
Snohomish County Council
3000 Rockefeller, MS 609
Everett, WA 98201
425-388-7176

NOTICE: All e-mails and attachments sent to and from Snohomish County are public records and may be subject to disclosure pursuant to the Public Records Act ([RCW 42.56](#)).

From: Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Sent: Thursday, July 6, 2023 10:13 AM
To: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Cc: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>; Lao, Elena <Maria.Lao@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

Keith,

You should have received the "Acceptance" document from our Council staff. That document requires a signature. Do you have the email?

Lori Ericsson | *Senior Contract Specialist*
[Snohomish County Public Works](#) | Admin Ops
3000 Rockefeller Ave., M/S 607 | Everett, WA 98201
425-388-3536 | Lori.Ericsson@snoco.org

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From: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>

Sent: Thursday, July 6, 2023 10:07 AM
To: Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Cc: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

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Hi Lori,

Trying to catch up on messages after being out... What exactly did you need my signature on? I want to ensure I get this resolved today if possible.

Keith Welton
Director of Technology Operations
Mukilteo School District
9401 Sharon Dr.
Everett, WA 98204
425-356-1261



From: Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Sent: Wednesday, July 5, 2023 9:40 AM
To: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Cc: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

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Hi Keith,

Just checking in on the status of the acceptance. Did you sign and return?

Lori Ericsson | *Senior Contract Specialist*
[Snohomish County Public Works](#) | Admin Ops
3000 Rockefeller Ave., M/S 607 | Everett, WA 98201
425-388-3536 | Lori.Ericsson@snoco.org

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From: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Sent: Wednesday, May 31, 2023 3:02 PM
To: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Cc: Werts, Karen <Karen.Werts@co.snohomish.wa.us>; Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Subject: Re: RR6356 - Mukilteo Sch Dist Inv #611340

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Thanks for the clarification Brook.

Keith Welton
Director of Technology Operations
Mukilteo School District
9401 Sharon Dr.
Everett, WA 98204

From: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Sent: Wednesday, May 31, 2023 12:52:53 PM
To: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Cc: Werts, Karen <Karen.Werts@co.snohomish.wa.us>; Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

*****EXTERNAL:** This message is not from Mukilteo School District. Use caution responding to or opening attachments and links in this email.***

Hi Keith,

Current status: The District's utility franchise agreement is scheduled for public hearing on 6/7/23 at 10:30am. If approved by Council, they will send you a copy for the District's acceptance signature.

You can expect invoices for any remaining processing hours in May, June, along with a recording fee.

The application fee for utility franchise renewal is \$500, which is drawn upon for initial charges. Once that initial \$500 is expended, the utility is billed for remaining processing fees, which you are seeing in the 4/30 and subsequent invoices.

If you have any questions, feel free to contact me and I'm glad to discuss.

Thanks,

Brook Chesterfield, P.E. | *Special Projects Coordinator*
[Snohomish County Public Works](mailto:Brook.Chesterfield@snoco.org) | Director's Office
3000 Rockefeller Ave, M/S 607 | Everett, WA 98201
C: 425-261-9849 | Brook.Chesterfield@snoco.org

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From: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Sent: Wednesday, May 31, 2023 10:17 AM
To: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Cc: Werts, Karen <Karen.Werts@co.snohomish.wa.us>; Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Subject: RE: RR6356 - Mukilteo Sch Dist Inv #611340

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Good morning all,

Can someone help me understand why there might be additional charges moving forward? Originally it was my understanding that there was a \$500 charge and that was it. Additionally, where are we at on processing our renewal?

Keith Welton
Director of Technology Operations
Mukilteo School District
9401 Sharon Dr.
Everett, WA 98204



From: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Sent: Tuesday, May 30, 2023 4:31 PM
To: Welton Keith S. <WeltonKS@mukilteo.wednet.edu>
Cc: Werts, Karen <Karen.Werts@co.snohomish.wa.us>; Ericsson, Lori <Lori.Ericsson@co.snohomish.wa.us>
Subject: FW: RR6356 - Mukilteo Sch Dist Inv #611340

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Keith, please see the attached invoice for processing of the District's utility franchise agreement as attached.

Thanks,

Brook Chesterfield, P.E. | *Special Projects Coordinator*

[Snohomish County Public Works](#) | Director's Office
3000 Rockefeller Ave, M/S 607 | Everett, WA 98201
C: 425-261-9849 | Brook.Chesterfield@snoco.org

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From: Werts, Karen <Karen.Werts@co.snohomish.wa.us>
Sent: Tuesday, May 30, 2023 2:05 PM
To: Chesterfield, Brook <Brook.Chesterfield@co.snohomish.wa.us>
Subject: RR6356 - Mukilteo Sch Dist Inv #611340

Hi Brook,

Attached is the 1st invoice for RR6356. Please forward this to your customer. From this point forward, each month in which there are charges, an invoice will be directly emailed to them to Keith Welton.

Have a great day!

Karen Werts | Accountant II

REMOTE WORK OFFICE HOURS: M-F, 8:00 AM TO 4:00 PM
IN-OFFICE HOURS: None

[Snohomish County Public Works](#) | Admin Ops / Fiscal Analysis
3000 Rockefeller Ave., M/S 607 | Everett, WA 98201
425.388.3940 | karen.werts@snoco.org