



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE O PO Box 42525 O Olympia, Washington 98504-2525 O (360) 725-4000
www.commerce.wa.gov

August 4, 2025

RE: Closeout of Snohomish County, Contract 24-51601-001

Dear Snohomish County,

Thank you for participating in the Energy Audits for Public Buildings Program, funded by Washington's Climate Commitment Act. As of July 18, 2025, Contract #24-51601-001 with the Washington State Department of Commerce for Energy Audits for Public Buildings is now considered closed. Our financial records show the following reconciliation of your agreement funding: If there were any unexpended funds, they are now de-obligated.

Agreement award	\$	81420
Total expended	\$	81420
Unexpended funds	\$	0

Pursuant to RCW 40.14, Snohomish County is required to maintain all records, invoices, and backup documentation and data pertinent to this agreement for a period of six years from the date of final payment. These records are subject to inspection at any time by state and federal program staff and auditors.

The acceptance of deliverables for the Energy Audits for Public Buildings Program does not guarantee acceptance for compliance with the Clean Buildings Performance Standard.

Please countersign this letter as acknowledgment of receipt of this contract closeout notification.

If there are any questions, please contact Brittany Wagner, Program Manager, at CBPSIncentives@commerce.wa.gov.

We look forward to working with you again on future projects!

Sincerely,

Signature:

DocuSigned by:

34FF918E11FB485

Brittany Wagner
Program Manager, Clean Buildings Unit

Date:
8/4/2025 | 9:01 AM PDT

Signature:

Ken Klein
Executive Director

Date:



Certificate Of Completion

Envelope Id: FA69CE58-D64B-4E59-BE33-C7C346D8A0AE

Status: Delivered

Subject: Complete with Docusign: 24-51601-001 Closeout Letter and survey

Division:

Energy

Program: Energy Audits

ContractNumber: 24-51601-001

DocumentType:

Other

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Brittany Wagner

AutoNav: Enabled

1011 Plum Street SE

Envelopeld Stamping: Enabled

MS 42525

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Olympia, WA 98504-2525

brittany.wagner@commerce.wa.gov

IP Address: 198.239.106.224

Record Tracking

Status: Original

Holder: Brittany Wagner

Location: DocuSign

8/4/2025 8:51:21 AM

brittany.wagner@commerce.wa.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Washington State Department of Commerce

Location: Docusign

Signer Events

Brittany Wagner

brittany.wagner@commerce.wa.gov

COM 3

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Brittany Wagner
34FF818E11FB485...

Signature Adoption: Pre-selected Style

Using IP Address: 198.239.106.224

Timestamp

Sent: 8/4/2025 9:00:56 AM

Viewed: 8/4/2025 9:01:09 AM

Signed: 8/4/2025 9:01:18 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Kevin Klein

Ken.Klein@co.snohomish.wa.us

Executive Director

Snohomish County

Security Level: Email, Account Authentication (None)

Sent: 8/4/2025 9:01:19 AM

Viewed: 8/11/2025 9:41:44 AM

Electronic Record and Signature Disclosure:

Accepted: 8/11/2025 9:41:44 AM

ID: 7e7a5fd1-644a-4f10-97f3-3ad9ab1024ea

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	8/4/2025 9:00:56 AM
Certified Delivered	Security Checked	8/11/2025 9:41:44 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Washington State Department of Commerce:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@commerce.wa.gov

To advise Washington State Department of Commerce of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@commerce.wa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Washington State Department of Commerce

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Washington State Department of Commerce

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
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- Until or unless you notify Washington State Department of Commerce as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Washington State Department of Commerce during the course of your relationship with Washington State Department of Commerce.